

Documentation Review for the Comprehensive Assessments

As part of a person-centered approach, the comprehensive assessment process requires assessors to have access to records and documentation that are pertinent to the person's care planning process. With the partnership of the Care Manager/Qualified Intellectual Disabilities Professional (QIDP)/Facility Designee, assessors review documentation that, along with the rest of the Child and Adolescent Strengths and Needs (CANS) and Coordinated Assessment System (CAS) assessment process, allows for a more comprehensive understanding of the person's strengths and needs. In this context, the documentation needed for each person may vary according to their unique characteristics. Since the comprehensive assessments are time-sensitive tools, it is crucial that assessors have access to the documents no later than the day of the interview with the person and/or the knowledgeable individual(s).

The role of the Care Manager/QIDP/Facility Designee is extremely valuable, as they will assist in identifying the documents needed for review and will facilitate the access to any documents not available via Electronic Health Record. In addition to the Electronic Health Record, assessors can access a person's record/chart onsite on the date of the interview or receive documents via secure email or fax. Assessors may also review documentation that has been previously uploaded to OPWDD's CHOICES portal; however, it is NOT advisable to upload documents to CHOICES with the sole purpose of being reviewed by the assessor.

The collaborative effort between CANS/CAS assessors and Care Managers/QIDPs/Facility Designees will reflect the ongoing goal of utilizing a person-centered functional needs assessment in the development of a care plan, as required by the Person-Centered Planning Regulations.

The list below represents a sample of documents that may be relevant for the assessor to review. Please note that this is not a comprehensive list. The Care Manager/QIDP/Facility Designee should keep in mind where pertinent physical, mental, and behavioral health information may be documented, and make every effort to share all identified documents with the assessor. If the documents cannot be available on the date of the interview, Care Managers/QIDPs/Facility Designees should notify the assessor, prior to the assessment interview, and make the appropriate arrangements to ensure the assessor can review the documents in a timely manner.

Example List of Documents for the Comprehensive Assessments Review:

- Annual Physical Exam, including recent medical appointment consultations/notes
- Current medications – Medication Administration Record (MAR) or medication list
- Most recent Psychological Evaluation (IQ testing)
- Current Person-Centered Service Plan, such as the Life Plan (with attachments, including Individual Plan of Protection (IPOP) and Staff Action Plans)
- Current Comprehensive Functional Assessment for people residing in an Intermediate Care Facility (ICF) setting (with attachments, including nursing and other clinical summaries)
- Current Individualized Education Program (IEP), if the person is attending school
- Current Behavior Support Plan/Guidelines, if applicable
- Most recent clinical evaluations (e.g., Speech, Physical Therapy, Occupational Therapy, Psychiatry)
- Risk assessment, if applicable
- Most recent Psychosocial Evaluation, if available