

## FOOTHILLS GATEWAY, INC

### Approval or Increase of State Supported Living Services (SLS) Plans

#### **PROCEDURE:**

##### **Review of initial Schedule of Service (SOS)**

1. The interdisciplinary team (IDT) will meet to identify and prioritize needs.
2. The proposed SOS will be completed.
3. The SLS/CES Case Manager will follow the Emergency Resource Allocation Committee (RAC) procedure if time is of the essence or submit to the RAC for review.

##### **Request for increases in existing SOS**

1. The IDT will discuss, identify and prioritize needs
2. The IDT will review utilization and try to rework the existing plan.
3. The Case Manager will complete the Service Plan (SP) addendum to identify needs not currently listed in the SP.
4. The Case Manager will complete the allocation form and submit it to the Support Services Case Management Director.
5. The Support Services Case Management Director will present the request at the next RAC meeting.
6. The RAC members will sign the RAC form and it will be given to Case Manager.
7. The Case Manager will give the form to the Division of Case Management Administrative Assistant for copying and distribution.
8. The original RAC form will be routed to the master file.
9. The Case Manager will contact Service Agencies/Providers with RAC recommendations, within **two working days** of the RAC meeting.
10. The Case Manager will contact individuals/families with RAC recommendations within **two working days** of the RAC meeting.

##### **Requests for decreases or conversion of existing services:**

1. All decreases to plans for State SLS will be reviewed by the Support Services Case Management Director or Lead Case Manager supervision the Case Manager.
2. The Support Services Case Management Director or Lead Case Manager will document written recommendations on the RAC form and submit them to the Case Manager.
3. The Case Manager will route the RAC form to the Division of Case Management Administrative Assistant for copying and distribution.
4. The Division of Case Management Administrative Assistant will route the original form to the master file.

**\* The RAC, Support Services Case Management Director or Lead Case Manager will not review RAC forms without appropriate supporting documentation.**

**\* Services started prior to RAC or Support Services Case Management Director approval will not be paid (NO RETROACTIVE PAYMENTS).**

**Unmet Needs:**

1. The RAC will document all requests not approved.
2. The RAC will review documented unmet needs.
3. The Case Manager will prepare an RAC form when a request is approved from the unmet needs list.
4. The Support Services Case Management Director will review the RAC form and sign the RAC form on behalf of the RAC.

8/03 ... 3/16; 2/17; 3/18