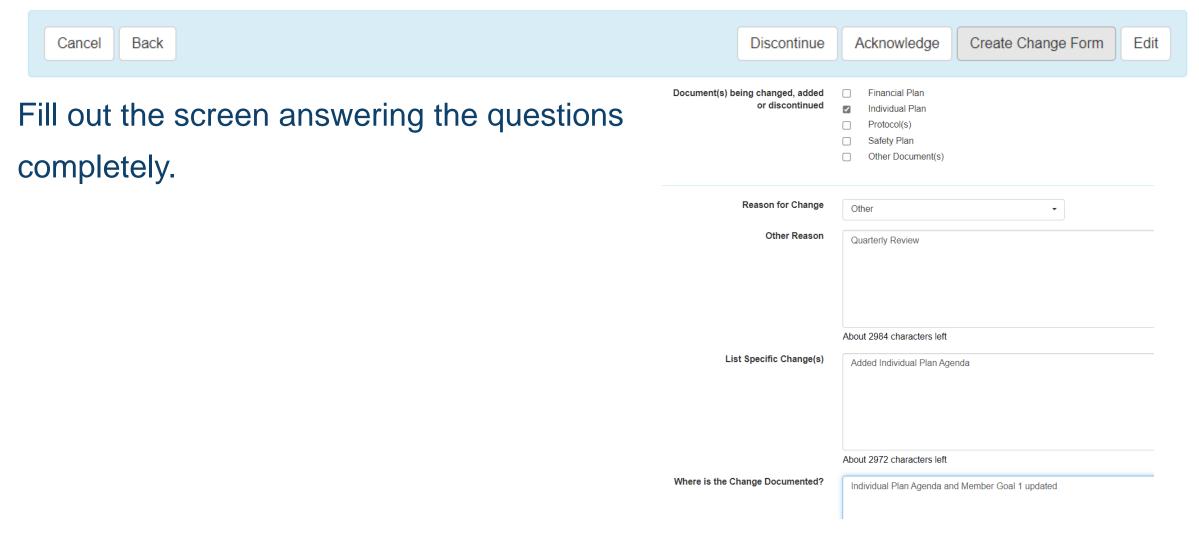
Creating a Change Form for POC Updates

Guidance for Care Coordinators

Last updated: 12/27/24

Adding the Plan Agenda to a Member's Plan of Care/Change Form Request

You will now click "Create Change Form" at the bottom of the Plan screen.



Adding the Plan Agenda to a Member's Plan of Care/Change Form Request

You will now click "Activate and Edit Individual Plan". This lets you open the member's Plan and edit it.

Back Save Activate Activate and Edit Individual Plan

You will see the following confirmation at the top of your screen after you click to Activate and Edit Individual Plan.

The form OISPCF-CC191ND-NEN4N5BYTMULB has been Successfully Activated

Save and Continue Editing



Change Form Request and Editing the Member's POC

You will scroll down the Member's Plan to the Action Plan section. Click "Import from Individual Plan Agenda" and select the Individual Plan Agenda.



Select the Desired Outcome and Need/Issue.

Action Plan List

You have selected 1 items

Select	Desired Outcome	Need/Issue
	Member has identified they could bike to their NA meeting on Sundays to add one healthy activity. They are going to start with this for this coming Sunday. They are also going to start walking with their friend Janice every Saturday morning and will call Janice to arrange this on Friday evenings two weeks from Sunday (put date here).	Member's Goal 1 - to do one healthy activity per day.

Editing the member's Plan of Care

Member Plan of Care goals must be updated as needed each quarter.

When you are done making updates to the POC you will select "Update without Closing the Change Form" and then you will see this confirmation.

The form OISP-CC191ND-NCB4STAZ7EQLQ has been successfully updated

Once you receive notification the Change Form has been acknowledged by program staff, you will also Acknowledge the Plan.

Cancel Back Discontinue Acknowledge Create Change Form Edit

The form OISP-CC191ND-NCB4STAZ7EQLQ has been successfully acknowledged



Submitting the Plan Change Form

Click "Update without Closing the Change

Form" to submit the Changed Plan for program staff approval.



Updating without Closing the Change Form will generate a work item for state staff to review the change request/changed POC.

Submitting the Plan Change Form

You should never submit a Change Form without also editing the member's POC as the changes need to be reflected on the POC itself.

Program staff must acknowledge Plan changes. The changed Plan is not considered Approved until you receive acknowledgement from program staff.

You will see this acknowledgement tracked through Therap.

Submitting the Plan Change Form

Click on the next to Approved and this will show you the Plan's history – submission, approval, updates, etc.

1915(i) Plan of Care 11.2024 Approved

The Change Form feature for POCs is NOT for YEARLY reviews. This is for quarterly reviews or interim updates only.

Members need a completely new plan of care developed on at least an annual basis which requires going through all questions and inputting new member information (i.e. new WHODAS/DLA, eligibility dates, strength and preference assessment

answers, etc.)

Time Zone: US/Central
Entered By: Care Coordinator on 11/01/2024 09:38 AM
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Plan Type: Individual Support Plan
Template Form ID: IPPT-SPAND-I

Update History
Click Update History to see more details.