

# AGED AND DISABLED SERVICE PLAN- UPDATES

## SERVICE PLAN AND PERSONAL ATTENDANT LOG UPDATES

Changes have been made to the Service Plan and processes for plan updates. The Plan of Care was replaced by the Personal Attendant Log (PAL). The PAL is now a part of the Service Plan. Therefore, there is no need for a Service Plan Addendum. Changes to the plan can be made directly on the forms themselves. The process for making Service Plan and PAL updates is as follows.

### PERSONAL ATTENDANT UPDATES (PAL): Changes in days, hours or activities

**Step 1:** RN/RC makes changes to the PAL days, hours or activities. RN/RC documents on page 4 date of change and initials. Verifies recipient approval was by phone or in person. RN/RC sends PAL Update to CM, if applicable.

The screenshot shows a Microsoft Word document titled 'Service Plan Draft 9.4.15'. The document contains a form for updating a Personal Attendant Log (PAL). A red arrow points to the 'PAL Updates: Change in days, times, activities.' section. The form includes fields for RN/RC Signature, Date, and Comments. It also has a section for 'PAL Updates: Change in days, times, activities.' with a sub-section for 'RN/RC Initials' and a table for tracking changes. The table has columns for Date, Wellness Scale, and Comments. The Wellness Scale is defined as 1-10 (1=poor; 10=great).

**Step 2:** CM (if applicable) initials/dates for receipt of the new PAL with changes in days, hours, or activities. CM (if applicable) attaches new PAL to current Service Plan. PAL becomes a part of the Service Plan.

The screenshot shows a Microsoft Word document titled 'AGED AND DISABLED WAIVER - SERVICE PLAN'. The document contains a form for a Personal Attendant Log (PAL). A red arrow points to the 'PAL UPDATE' section. The form includes fields for ADW Person's Name, Plan Month/Year, ADW Person's First and Last Name, PA Agency/Personal Options, RN/RC Signature, Date, Days/Week, Service Level/Hours, and Was this a change in hours, days or activities?. It also has a section for 'PAL UPDATE' with fields for Date Updated by RN/RC, CM/RC Receipt Date, CM/RC Initials, Time In, and Time Out. Below these fields is a calendar grid for tracking activities. The grid has columns for days of the month (1-31) and rows for Time Arrived, Time Left, Total Hours, and Describe Activities. The Describe Activities row has a legend: S=Supervise, P=Partial, T=Total. The grid is currently empty.

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## SERVICE PLAN UPDATES: Risk Plan, Services or Resource Plan Updates.

Step 1: CM/RC enters the date of the Service Plan Change under “Change in Need/Service Level”. There is room for several dates in changes.

Date	Initial	Six Month	Annual	Change in Need/Service Level
I. DEMOGRAPHICS:				
Last Name:			First Name:	
Medicaid ID (and PPL ID):			Service Level/Hours: Anchor Code:	
Case Management Agency or Personal Options Resource Consultant(Name/Phone):			Plan Begin Date: Plan End Date:	
Primary Personal Attendant Agency Name/Number:			Secondary Personal Attendant Agency Name/Phone:	
Legal Representative Name/Phone:			Informal Support Name(s)/Phone:	
Personal Options Budget:			Take Me Home WV:	
II. GOALS AND PREFERENCES:				

Step 2: CM/RC enters new risk, new service or new resource needed by the recipient. CM initials and dates each one added. There are 3 ways to make changes. A. Risks. B. Services. C. Resources.

III. RISK PLAN: (For Service Plan Updates, CM/RC add date/initials with new risk)

RISKS

RISKS	RISK PLANS

A. Risks

IV. SERVICE PLAN (For Service Plan Updates: CM/RC add date/initials for new service)

ADW Service	Amount	Frequency	Duration
Personal Attendant Services or Personal Options:	Number Hours Per Day	Days of the Week	Length of Time
Other Service(s) (over ADW Services, Home Health, PT, etc.)	Provider (or Personal Options) (Do not list worker name)		
Case Management	Service Amount, Frequency and Duration		
Skilled Nursing Services			
Transportation Services			
Other:			
Other:			

B. Services

V. RESOURCE PLAN (For Service Plan Updates, CM/RC add date/initials for new risk)

Resource(s) Needed (Food stamps, HUD, etc.)	Provider/Referral Source/Physicians

NOTE: MAY ATTACH ADDITIONAL PAGES WHEN NECESSARY.

VI. HOME AND COMMUNITY BASED SETTING

C. Resources

Step 3: Once the CM/RC has made the changes on the Service Plan update, the new Service Plan update is to be sent to the RN at the Personal Attendant agency (if applicable) to be attached to the current Service Plan (including the PAL) in the ADW recipient’s agency chart.