DIVISION OF DEVELOPMENTAL DISABILITIES

AVISO AL CLIENTE SOBRE REVISIÓN DEL PLAN DE ATENCIÓN

CLIENT NOTIFICATION OF PLAN OF CARE REVIEW

FECHA:

PARA:

___

Estimado/a:

Usted recibe servicios de la División Servicios para Personas con Impedimentos al Desarrollo (DDD) por medio de la exención _____. Para continuar siendo elegible para estos servicios, se debe completar todos los años una exención al Plan de Atención.

Se le notifica que su Exención al Plan de Atención (POC) deberá revisarse y completarse antes del .

☐ Debo programar el Plan de Atención (POC) y llamaré para concertar la fecha y hora de la reunión.
☐ He concertado la reunión del Plan de Atención (POC) para el a las .

La reunión del Plan de Atención (POC) debe incluirlo a usted y a otras personas que participan en su vida y servicios. Se agradece su participación para asegurar que el Plan de Atención (POC) sea exacto y exhaustivo.

Se incluye información con respecto a las Exenciones y servicios de DDD. Sírvase llamar si tiene preguntas o inquietudes.

Gracias.

Nombre del administrador del caso	Puesto
Número de teléfono (incluya el código regional)	Correo electrónico

Adjunto:

cc: Expediente del cliente

Instructions For POC Notification

When do I use this form?

You use this forms to notify adult clients with no full legal guardian of the upcoming POC meeting at least 60 days prior to the 365th day of the current POC. A POC is effective for 365 days.

What form do I use to notify people when the client is a child under age 18 or an adult with a full legal guardian?

For a child under the age of 18 or an adult with a full legal guardian, you use form DSHS XX-XXX, "Notification of Plan of Care Review" to notify the parent/legal guardian/foster parent of the POC meeting

How can I be sure the client has read and understood this notice?

You will call the person within 10 days of mailing the letter to explain the information.

You must also send a copy of the letter to at least one other person. See WAC 388-825-100 for further information.

How do I proceed if the person does not respond and I cannot contact the person by phone?

If you cannot reach the person by phone or get no response to your phone messages:

- Contact the person's service providers and ask for their assistance
- Schedule the POC meeting with the service provider/family and send this notice again with the POC meeting date and place (2nd check box in first paragraph of the letter.

Can I have the POC meeting without the person?

To remain eligible for the Waiver, the person must participate with the service planning. If the person designates a representative, you can meet with the designated person but the client must agree to and sign the Plan of Care.

What do I do if I cannot locate the person or the person will not cooperate with service planning?

Per WAC 388-845-0060, if the person cannot be located or does not cooperate with service planning, you must proceed with Waiver termination procedures (Form DSHS 10-298). A POC expires after 365 days unless there is an appeal in progress.