

COMPREHENSIVE ASSESSMENT

Assessment is a continuous activity that begins when the referral/application is received and continues throughout the service coordination process. Comprehensive assessments are due annually but no later than thirteen (13) months from the last completed assessment.

The assessment information is obtained through the use of the Service Coordination Assessment (SCA). The initial SCA must be completed within thirty (30) calendar days of initial enrollment during a face to face visit with the participant/family. If the SCA was completed on initial visit and the enrollment process takes greater than six months, a new assessment is required within 30 days of actual enrollment.

A SCA must be completed initially, annually, and more frequently when warranted due to changing circumstances for all participants enrolled in Service Coordination and Paid Services.

No Prior Authorization (PA) of funds will be considered prior to the completion of a comprehensive assessment, including entry into the SHS Information System.

Information obtained during the comprehensive assessment will be used in the development of the service plan.

- Contact the participant/family to schedule a face to face visit to complete the SCA and service plan.
- During the face to face visit, the Service Coordinator will:
 - Conduct an interview (using the SCA) with the participant/family to obtain assessment information,
 - Identify services that the participant is currently receiving,
 - Determine if additional services are needed,
 - Explain what services are available and how to obtain these services,
 - Provide contact names, addresses and telephone numbers, and
 - Provide information about other resources that may be helpful to the participant/family.
- Review and obtain authorizing signatures on:
 - Rights and Responsibilities and Acknowledgement Form,
 - Privacy Policies and Acknowledgement Form, and
 - Authorization for Disclosure of Information (as needed)
- Review all available information, such as:
 - Medical reports and written information, and
 - Enrollment Information (ABI CC-1)
- When the SCA and the plan of care have been completed, the Service Coordinator will enter the information in the SHS Information System.

The ABI Program Paid Service enrollment requires an unmet need, goal, plan statement in at least one section of the SCA if receiving rehabilitation services. If there are no unmet needs, goals, plans identified in any section of the SCA, but the participant wishes to remain enrolled in the ABI Program Service Coordination only; a statement will need to be entered in the Participant/Family Statement section of the SCA.