

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 home visit with the participant/family. If a SCA was completed more than six (6) months prior to the enrollment, a new assessment is required within thirty (30) days after the enrollment. If a home visit is not feasible, contact the Program Manager to request an exception to the home visit requirement.

A SCA must be completed initially, annually, and more frequently when warranted due to changing circumstances for all participants (excluding participants dually enrolled in the Healthy Children and Youth (HCY) Program).

Attempts to schedule the annual SCA should begin two (2) to four (4) weeks prior to the SCA due date. All attempts to schedule the SCA must be documented in the SHS Information System and should occur no more than two (2) weeks apart.

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

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

- Contact the participant/family to schedule a face to face home visit to complete the SCA and service plan.
- During the face to face home visit, the Service Coordinator will:
 - Conduct an interview (using the SCA) and observe the participant/family in the home environment 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
 - Application for Enrollment (CC-1).

- When the SCA has been completed, the Service Coordinator will enter the information in the SHS Information System.

A CYSHCN Program enrollment requires an unmet need, goal, and plan statement to be entered in at least one (1) section of the SCA. If there are no unmet needs, goals, plans identified in any section of the SCA, but the participant wishes to remain enrolled in the CYSHCN Program, a statement reflecting the participant's wish to remain enrolled needs to be entered in the Participant/Family Statement Comments section of the SCA.