NEW YORK STATE OF OPPORTUNITY. Office for People With Developmental Disabilities

The Coordinated Assessment System (CAS): How to Share Summary Questions/Concerns for Review

The guidance provided in this document must be used by Care Managers[1]/Qualified Intellectual Disabilities Professionals (QIDPs) to inform OPWDD of questions and/or concerns found during the review of the CAS summaries.

- **Reviewing the CAS summaries:** After reviewing the ***Summary Guidance Document for the Person/Family and Supports Conversation***, the Care Manager/QIDP must consider the following steps when conducting the review of the CAS summaries with the person, actively involved family member or legal guardian (LG), and the person's supports (i.e., residential provider, Consumer Advisory Board (CAB) representative), as appropriate:
  - ✓ Encourage a conversation or discussion of the information, as part of the Person-Centered Planning process (i.e., use of a functional needs assessment for the development of the person's Life Plan).
  - ✓ Provide context for what has been learned, what needs to be explored, what actions have or will be taken (i.e., referral, Life Plan update, follow up with staff, etc.), what information is accurate or in-line with what is known about the person, and/or where there is disagreement and why.
  - ✓ When discussing the CAS summaries with the person, actively involved family member or LG, supports (i.e., residential provider, Consumer Advisory Board (CAB) representative) make sure to review in the CAS summaries:
    - Summary of Assessment Administrative Requirements

    This section contains information regarding who participated in the interview(s) (i.e., names of staff) and what documents were utilized in the CAS administration. Understanding who provided input via interview and when (i.e., date), along with the documents that were utilized in the CAS administration is important for context and discussion.

- **What to do when there is a question or concern about the CAS summaries:** When the CAS summaries have been reviewed and discussed, details of the review process must be documented in a note by the Care Manager/QIDP. If questions and/or concerns have been identified, the Care Manager/QIDP must use the ***CAS Request for Review Form*** to send a message via secure email to coordinated.assessment@opwdd.ny.gov. Completion of the form will ensure that information needed for the review of the question or concern is shared with OPWDD:
  - ✓ Care Manager's/QIDP's note/documentation of CAS summary review
  - ✓ Care Manager's/QIDP's name and contact information

[1] Care Managers (CMs) and Intermediate Care Facility (ICF) Active Treatment Coordinators (ATCs) are to utilize this form when reviewing the CAS summaries and a question or concern arises.

- ✓ Name of the person receiving services and his/her contact information, TABS ID, actively involved family member's/LG's name and contact information
- ✓ Date of assessment
- ✓ Assessor's name (if known)
- ✓ Date of review of CAS summaries with the person, actively involved family/LG, and person's supports (i.e., residential provider, Consumer Advisory Board (CAB) representative), as appropriate
- ✓ Specific section(s), item(s) and response(s) on the CAS summaries that have been identified as a concern
- ✓ Any additional information that may be an important consideration in the review, and that could assist with substantiating the reason for question and/or concern.

Upon submission of the ***CAS Request for Review Form*** and the information noted above, the Care Manager/QIDP can expect to be contacted by staff from the OPWDD review team within seven (7) business days.