



**MARY T. INC.
HEALTH CARE POLICY MANUAL**

POLICY TITLE: Health Service Coordination and Care Policy **SECTION:** 1-27

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APPLIES TO: All Services Operating Under Rule 245D

EFFECTIVE: 8/1/2014 **REVISED:**

POLICY PURPOSE: It is the policy of Mary T. Inc. to meet the health service needs of each person being served as defined and assigned in each person's Coordinated Service and Support Plan (CSSP) or CSSP addendum.

POLICY PROCEDURE:

- A. When discovered, the program will promptly notify the person's legal representative, if any, and the case manager of changes in a person's physical and mental health needs affecting health service needs assigned to the program in the person's CSSP or CSSP addendum.
1. If the program has reason to know that the change has already been reported, it is not necessary to report.
 2. The program must document all health changes, including when the notification of the health changes was given to the legal representative and case manager. The *Health Needs Change Notice* is to be used to make this report.
- B. When assigned the responsibility for meeting the person's health service needs in the person's CSSP or the CSSP addendum, the program will maintain documentation on how the person's health needs will be met. The *Health Needs Record or Medication Administration Record (MAR)* may be used for this purpose. The record will include a description of the procedures to follow in order to:
1. Monitor health conditions according to written instructions from a licensed health professional;
 2. Assist with or coordinate medical, dental and other health service appointment schedules; or
 3. Use medical equipment, devices or adaptive aides or technology safely and correctly according to written instructions from a licensed health professional.
- C. Assignment and procedures for medication set-up, assistance or administration will be documented on the CSSP Addendum.