

CDC+ Consultant Tool

Standard			Score		
			Met	Not Met	NA
1	RR*	The current Support Plan is in the record and is complete.			
		H 2-95			
2	RR	The current Support Plan was completed and submitted to the APD Area office within the required timeframes.			
		H 2-91			
3	RR	The current Support Plan was distributed to the participant/legal guardian & CDC+ Representative within the required timeframes.			
		H 2-91			
4	RR*	The current Medicaid Waiver Eligibility Worksheet is in the record and complete.			
		H 2-95			
5	RR*	The current approved Cost Plan is in the record.			
		H 2-91; H 2-95; H 2-97			
6	RR	Consultant assists participant with maintaining Medicaid eligibility and notifies employee's and Area CDC+ liaison when it is determined a participant is ineligible for Medicaid.			
		H 2-93			
7	RR	The record includes current outcome notes/personal outcome measures for the individual.			
		H 2-95			
8	RR*	The current APD approved assessment is in the record.			
		H 2-91; H 2-95			
9	RR	Generic resources/supports are identified in the current Support Plan.			
		H 2-95			
10	RR	The current Support Plan reflects the individual's communicated personal goals.			
		H 1-7; H 2-11; FS 393.0651			
11	PI	The Consultant addresses the individual's communicated personal goals.			
		CA 2.0.E; CA 2.0.F			
12	PI	The Support Plan reflects the individual's communicated choices and preferences.			
		CA 1.0.B.6; CA 2.0.E; CA 2.1			
13	RR	Community life is addressed in the current Support Plan.			
		H 1-17			
14	PI	The Consultant is aware of the person's recent progress towards or achievement of personal goals.			
		H 2-92; H 2-97; FS 393.0651			

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15	PI	The Consultant addresses the individual's/legal representative's expectations of the services he/she is receiving.			
		H 2-93; CA 1.0.B.6.b.			
16	RR	The participant/legal guardian and CDC+ Representative are provided with education related to the benefits of Medication Reviews and preventive healthcare screenings.			
		CA 2.0.E			
17	RR	The participant/legal guardian and CDC+ Representative are provided with education related to his/her own safety needs, i.e. natural disasters, community safety, home safety, etc.			
		CA 2.0.E			
18	PI	The Consultant addresses the participant's health and health care needs.			
		H 2-85; H 2-95; CA 2.0			
19	PI	The Consultant addresses the participant's safety needs and safety skills.			
		H 2-85; H 2-95; CA 2.0			
20	PI	The Consultant can describe how participants are empowered to make informed decisions regarding their own health.			
		CA 1.0.A.2			
21	PI	The Consultant can describe how participants are empowered to make informed decisions regarding their own safety.			
		CA 2.0			
22	PI	The Consultant is aware of any history regarding abuse, neglect and/or exploitation for the participant.			
		CA Reportable Events i.; CA 2.0			
23	PI	The Consultant is aware of the participant's definition of abuse, neglect, and exploitation, and how the participant would report any incidents.			
		CA Reportable Events i.; CA 2.0			
24	PI	The Consultant has responded to indicators of fraud, abuse, neglect or exploitation and has reported any findings to proper authorities.			
		CA Reportable Events i.; CA 2.0			
25	PD	The Consultant has a back-up Consultant to provide supports in the event he/she is unavailable.			
		H 2-105			
26	PD	Completed/signed Participant-Consultant Agreement is in the record.			
		CDC+ Participant Note Book v.3.0 p. 89			
27	PD	Completed/signed CDC+ Consent Form is in the record.			
		CDC+ Participant Note Book v.3.0 p. 30			

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28	PD	Completed/signed Participant-Representative Agreement is in the record.			
		CDC+ Participant Note Book v.3.0 p. 31			
29	PD	Completed/signed Purchasing Plan is in the record.			
		CDC+ Participant Note Book v.3.0 p. 79			
30	PD	Participant's Information Update form is completed and submitted to Area CDC+ liaison as needed.			
		CDC+ Participant Note Book v.3.0 p. 83 & 84			
31	PD	When correctly completed/submitted by the participant/CDC+ Representative, Consultant submits Purchasing Plans by the 10th of the month.			
		CDC+ Participant Note Book v.3.0 p. 79			
32		Consultant provides technical assistance to participant as necessary to meet participant's and Representative's needs.			
		CDC+ Participant Note Book v.3.0 p. 32, 33 & 77			
33	PD*	Participant Monthly Review forms reflecting required monthly contact/activities (i.e. Annual HV's, bi-annual FF, TC's etc.) are filed in the participant's record prior to billing each month.			
		CDC+ Participant Note Book v.3.0 p. 32			
34	PD	Consultant uses cash receipts log to track expenditures and cash on hand.			
		CDC+ Participant Note Book v.3.0 p. 95			
35	PD	Consultant has taken action to correct any overspending by the participant.			
		CDC+ Participant Note Book v.3.0 p. 89			
36	PD	Consultant initiates Corrective Action when appropriate.			
		Completed/signed Corrective Action Plan is in the record.			
37	PD	CDC+ Participant Note Book v.3.0 p. 99			
		The Emergency Back-up Plan is in the record and is reviewed annually.			
		CDC+ Participant Note Book v.3.0 p. 75			