

Functional Assessment Flowchart

Revised 7/23

STEP 1

- CDDO Functional Assessment Coordinator will contact TCM by the 5th of the month prior to the month the functional assessment is due. This email will let you know who's assessment is due and the dates that work best for the assessment to be scheduled. You need to work with providers and guardian to determine the exact time.

STEP 2

- TCM will contact everyone that should be involved in the assessment, (individual, guardian, provider and MCO), to determine the best date and time. Not everyone invited must attend, but they must be invited. **The individual must attend the assessment meeting, no exceptions.** Once a day and time has been determined, email the Assessor to ensure it is on the schedule.

STEP 3

- The PCSP, BSP, IJP, signature pages for ALL plans, special diet documentation, Medical Conditions, and MAR must be uploaded into Therap by the **20th of the month prior** to the assessment date.
- **All of the past 12 months** of behavior tracking and applicable seizure tracking must be **uploaded into Therap** by the above mentioned date.

Note

- Persons who are HCBS eligible and on the waiting list, the assessment will not be completed on an annual basis. Persons who are tier 0 will continue to have an assessment completed on an annual basis and if they tier, they will be placed on the waiting list.