

## V. Community Provider's Case Management Responsibilities

- A. Complete and maintain Individual Treatment Plan according to certification standards.
- B. Document client status monthly for the first four months of placement.
- C. Document services provided for client.
- D. Ensure that medical and other bills are paid by having a completed SCL Financial Change Request (Draft 08/04/04) sent to SCL.
- E. Communicate with family, guardian, court, and other agencies involved in client's care.
- F. Arrange for necessary clothing, personal items, transportation, etc.
- G. For forensic clients, inform the Forensic Case Monitor of significant events or changes.
- H. Arrange for other needed services such as medical care, outpatient psychiatric care, etc.
- I. Arrange for hospitalizations when needed. The contract housing provider may assist.
  - 1. Compile and send to receiving hospital relevant information not otherwise available to them.
  - 2. Complete Client Movement Report (Draft 08/04/04) and send to SCL within five business days. If placement funding is being cancelled, indicate the appropriate action on a Client Movement Report.
- J. Arrange for transfers to new residential facilities when needed.
  - 1. Assigned worker may request consultation and technical assistance of SCL.
  - 2. Provide thorough referral information to prospective facilities. (See section IV, D.)
  - 3. Maintain communication with facilities regarding the referral.
  - 4. Assist with pre-placement visits.
  - 5. Complete new Face Sheet (Draft 08/04/04) and send to SCL.
  - 6. Complete Notice of Placement Form (Draft 08/04/04) and send to SCL within five business days. SCL will send a Placement Approval Letter to the residential provider.
  - 7. If case management is being transferred, request acceptance of transfer from the new community provider, send clinical information to that provider and complete a Client Movement Report.
  - 8. When a client transfers to a new residential facility with the same community provider, it is not necessary to complete a Client Movement Report.
  - 9. If transfer is from a non-SNF to an SNF, ensure that a DA 124 A, B, and C are completed and submit to DHSS; obtain DHSS approval before completing transfer.

- K. Discharge of a client/Close to SCL. Complete a Client Movement Report and send it to SCL within five business days.
- L. Administrative transfers are the responsibility of the SCL program in each DMH Hospital Region. The decision to accept or not accept an administrative transfer is made by the SCL Director in the receiving region.
  - 1. When a client wants to transfer to a different region, obtain information by contacting the SCL Director in the region where the client currently resides.
  - 2. The administrative transfer needs to be planned in conjunction with the SCL offices involved, in advance of the consumer moving to allow for proper planning and for DMH funding to be sent to the contracted home.
  - 3. Complete a Client Movement Report and send it to SCL within five business days
- M. In the event of a client's death...
  - 1. Complete a Client Movement Report and forward it to SCL within five business days.
  - 2. Complete an Incident and Investigation Tracking System – Report Form (DMH-9719 MO 650-8360 [9-98]) (iiTs form) and submit to SCL by the first business day following the death.
  - 3. Ensure that burial arrangements are made; contact SCL for resources.

## **VI. Contract Cancellation**

SCL is required to cancel a client contract via a Client Movement Report:

- A. Any time a client is transferred to another community provider;
- B. Any time a client is discharged from SCL;
- C. Any time a client leaves a placement facility and the facility indicates that it will not accept the client's return; and,
- D. Client death.

If a delay in paperwork is anticipated, the community provider should notify SCL by phone concerning the contract cancellation.