

Priority of Need Tool

SC/TCM Training for the
2012 Revision of the PON

PON History

- When the Division of Developmental Disabilities is unable to serve all eligible individuals with the funds available through the appropriation process, the Division uses a Priority of Need (PON) assessment to determine the order in which Individual Support Plans will be funded. This action is taken in accordance with 9 CSR45-2.015.

- Individuals placed on most Medicaid Waiting Lists will be served as funding becomes available, based on needs assessed through the PON, and not in the order in which the individual's name was added to the list.
- A PON score is not used, though, in determining the order in which individuals might receive services funded through the Partnership for Hope waiver.

- The Division of Developmental Disabilities began using the PON in 2000, and it was codified in state regulation in 2006.
- In late 2008, a Division initiative began to revise the instrument to address concerns about reliability and validity.

- The Lewin Group, a nationally recognized consulting group, was contracted to review the process and instrument, and to assess the validity and reliability of the existing and revised instruments.
- In 2009, a workgroup consisting of Division of Developmental Disabilities and Senate Bill 40 participants was formed to revise the existing Priority of Need instrument. This workgroup provided the data for the inter-rater and test-retest reliability studies investigated by the Lewin Group.

- This process resulted in the current (2012) revision of the PON.
- Effective September 30, 2012, an updated version of the PON included in a revision to the Code of State Regulations is to be used by the Division of Developmental Disabilities for funding prioritization.

What are the changes to the PON?

- The update:
 - Improved the objectivity and comprehensiveness of the instrument.
 - Improves the access to the instrument by making it available online.
 - Improves inter-rater reliability (the similarity of scores between two independent interviewers).
 - Improves test-retest reliability (the similarity of the score an individual gets over time) of the instrument.
 - Reduces the probability of scoring errors.

Philosophical Change

- The updated PON tool focuses on the supports needed to function effectively in several environments.
- “Unmet Needs” are evaluated for each question.

What constitutes an “unmet need”?

“Unmet need” refers to:

- A current deficiency in the resources necessary to enable the individual to function in the area being assessed .
- Think of it this way: If you are nearsighted, you need corrective lenses to see clearly. If you have glasses or access to glasses (for example, through a private insurer), there is no “unmet need.” If you don’t have glasses or access to glasses, there would be an “unmet need.”

How does the updated PON affect individuals currently on a Medicaid Waiver List?

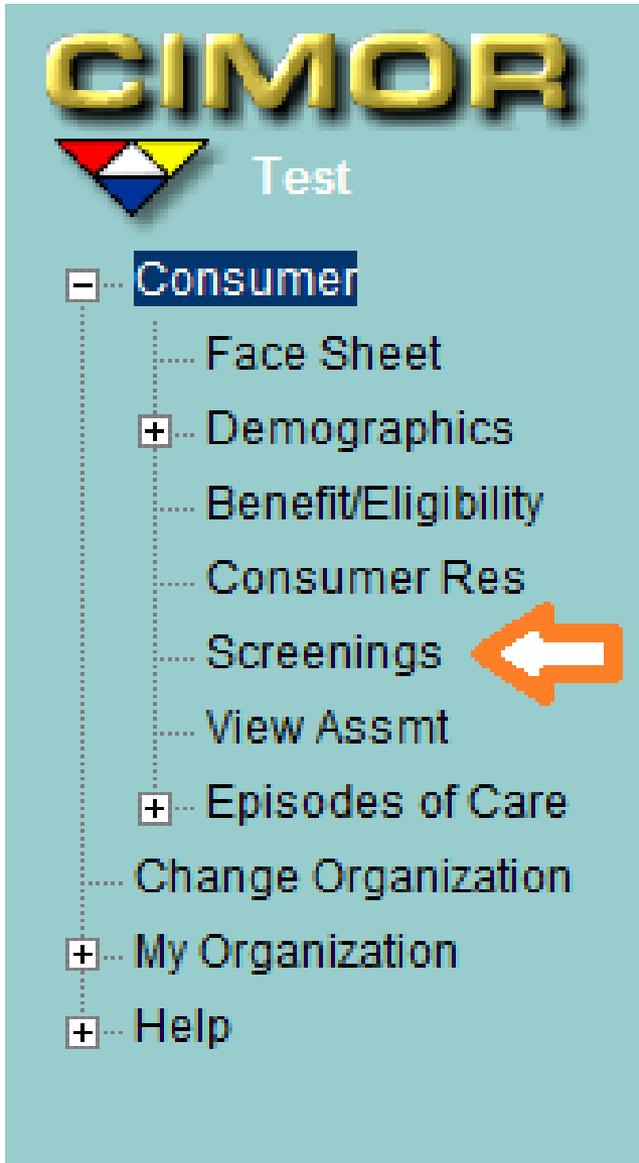
- “No Harm” transition:
 - An individual currently on a Wait List can keep their current PON score.
 - If individuals currently on the Wait List elect to be assessed by the updated PON, they can choose whichever score is to their advantage.
 - Individuals receiving a waiver-funded service may keep their previous PON score for as long as they continue to receive that service, but must use a score from the updated PON if they wish to receive a different service.
- For individuals coming on to a Waiver Wait List as of October 1, 2012, they must be assessed with the updated PON.

Administration of the PON

A Step-by-Step Guide

How do you get to the PON?

- It is intended that the PON will be completed electronically through CIMOR.
- When it would be more practical, an evaluator could begin the assessment on a paper copy and later enter the responses into the electronic program.
- Responses to the items are entered into the program and submitted to the Regional Office Chair for verification. SB40 Boards that have their own UR Committee may submit the PON directly to the RO Director or designee, rather than to the RO UR Chair.
- Following the verification, the PON score is available for viewing in CIMOR.



The Priority of Need (PON) program is accessed through CIMOR, under:

➤ **Consumer**

Then:

➤ **Screenings**

Select "PON" and then "ADD"

The screenshot shows the CIMOR system interface. At the top left is the CIMOR logo and the word "Test". The top right shows user information: "George [redacted] DMH ID [redacted] DD Hannibal Regional Office [redacted] - Open". Below this is a navigation bar with the title "List Assessment Screenings".

On the left is a sidebar menu with the following items:

- Consumer
 - Face Sheet
 - Demographics
 - Benefit/Eligibility
 - Consumer Res
 - Screenings**
 - View Assmt
- Episodes of Care
- Change Organization
- My Organization
- Help

In the main content area, there is a row of buttons: SATOP, CAGE AID, Mental Health, Veteran, Health Inventory, Other, LOC, and PON. A red arrow points down to the PON button.

Below the buttons is a table with the following columns: Referral Number, Screener Site, Screening Date, Second Opinion, and Screening Status. The first row of the table has an "Add" button in the first column. A red arrow points to this "Add" button.

Note: Only individuals with an open Episode of Care can be accessed through the PON.

CIMOR Test

DMH ID [REDACTED]

List Assessment Screenings

- Consumer
 - Face Sheet
 - Demographics
 - Benefit/Eligibility
 - Consumer Res
 - Screenings
 - View Assmt
 - Episodes of Care
- Change Organization
- My Organization
- Help

SATOP CAGE AID Mental Health Veteran Health Inventory Other LOC PON

This consumer does not have an Episode Of Care with this Provider.

View	Screening Provider	Date	Status	Score
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Add assessment date,
Select the Evaluator.

enefit/Eligibility	Assessment Date	09/06/2012	←
onsumer Res	→ Evaluator	G [REDACTED], C [REDACTED]	
creenings			
ew Assmt			
isodes of Care			
ge Organization			

Status will remain
“Incomplete” until
submitted.

Glasses, hearing L0s:

Status

Age

av I Behav II Unusual Behav Psychiatric Medical



Answer each question in each tab:

(Some questions may be “grayed out” if the person does not fit an age requirement. See “d” in this example.)

CIMOR Test

DMH ID [REDACTED]
DD Central Missouri Regional Office 4/11/2012 - Open

Add Prioritization of Need

Assessment Date: 09/05/2012 Status: Incomplete
Evaluator: [REDACTED] Age: 19

Critical Daily Living Personal Care Safety Behav I Behav II Unusual Behav Psychiatric Medical Health Dev Dis Natural

PLEASE CHECK YES FOR ANY CRITICAL SERVICE SITUATION; OTHERWISE, CHECK NO.

Critical Service Situation	
a. Young adult aging out of Lopez or Autism Waiver and needs the same level of care to maintain well-being	<input type="radio"/> No <input type="radio"/> Yes
b. Olmstead issue	<input type="radio"/> No <input type="radio"/> Yes
c. Is the focus of a court order or imminent court order	<input type="radio"/> No <input type="radio"/> Yes
d. The person is under age 18 and requires coordinated services through several agencies to avoid court action	<input type="radio"/> No <input type="radio"/> Yes
e. The person is in the care and custody of DSS Children's Division, which has a formal agreement in place with a division regional office (when formal agreement is ending)	<input type="radio"/> No <input type="radio"/> Yes
f. Requires immediate life-sustaining intervention to prevent an unplanned hospitalization or residential placement	<input type="radio"/> No <input type="radio"/> Yes
g. Person needs immediate services in order to protect self, another person(s) from immediate harm	<input type="radio"/> No <input type="radio"/> Yes

State page and paragraph in service plan where this is documented: [REDACTED]

For each rating:

- *Independent*,
- *Monitoring*,
- *Partial Hands-on assistance*
- *Total Hands-on assistance*

The evaluator must:

- Determine the existing supports available, and
- Make a judgment regarding any Unmet Need.

(It is unlikely that there would ever be an Unmet Need if “Independent” is selected.)

If there is an Unmet Need, the evaluator is to:

- Check that box AND
- Note the page and paragraph of the ISP detailing that need.

Add Prioritization of Need

Assessment Date: 09/05/2012 Status: Incomplete

Evaluator: Age: 19

Buttons: Save, Cancel

Critical	Daily Living	Personal Care	Safety	Behav I	Behav II	Unusual Behav	Psychiatric	Medical	Health	Dev Dis	Natural
SELECT <u>ONE</u> SUPPORT FROM EACH DROPDOWN WHICH BEST DESCRIBES HOW MUCH SUPPORT THE PERSON <u>TYPICALLY</u> REQUIRES TO DO EACH DAILY LIVING ACTIVITY. FOR EACH SUPPORT, INDICATE IF THERE IS AN UNMET NEED PLACING A PERSON AT RISK OF ILLNESS, INJURY OR HARM.											
Daily Living Supports							Unmet Need				
1. Mobility in the Community – Includes the ability to move around outside and in the community (Does not include any transportation needs). *please refer to the manual if the person is wheelchair dependent*							Independent	<input type="checkbox"/>			
2. Taking Medications – Includes taking the correct medication, accurate dose, and proper consistency (e.g., crushed) at the correct time or filling pillbox if used. Includes monitoring glucose level if needed.							Independent	<input type="checkbox"/>			
3. Using the Telephone – Includes dialing the number and/or communication over the phone							Total hands-on assistance	<input checked="" type="checkbox"/>			
4. Doing Household Chores – Includes housecleaning, laundry, etc.							Monitoring	<input type="checkbox"/>			
5. Shopping and Meal Planning – Includes planning for meals and shopping for groceries or other goods in neighborhood area.							Partial hands-on assistance	<input type="checkbox"/>			
6. Meal Preparation and Cooking – Includes getting the food out of the cupboard or refrigerator, preparing food (including making food into appropriate consistency such as ground up, specified piece size, pureed, or liquefied), making cold meals (such as sandwiches or snacks), and cooking simple meals.							Partial hands-on assistance	<input type="checkbox"/>			
What page and paragraph can a detailed description of unmet need be found in the service plan?							Page 4, Paragraph 2				

Why does the Evaluator have to specify the page and paragraph documenting an unmet need?

- Having the page and paragraph specified ensures that the verifier can quickly and efficiently find specifics about the unmet need, rather than searching through a document without any guidance.
- It also is intended to reduce the frequency of disagreements about whether or not the unmet need was documented.

- Remember: It may often be the case that an individual would require some level of assistance, but that no “Unmet Need” would be found because that assistance is available in the present environment or through other available resources.
- Only select “Unmet Need” if essential support is unavailable.

- If an individual is receiving support due solely to the provision of an emergency, short term service (no more than 30 days), the Evaluator is to score the item as if the emergency service was unavailable. In all other cases, the Evaluator is to score the assessment based on the needs and supports available during the last 30-60 days before the assessment.

When all items are complete, and the PON is ready to hand off for review,:

➤ **First** -change the status to “**Submitted**” and

➤ **Then** click the “**Save**” button

(If you try another sequence, it won't work!)



If there is an error on one or more items, an error message will appear when the evaluator attempts to submit the PON for review.

The PON cannot be submitted until those errors are corrected.

Edit Prioritization of Need(PON)

A problem exist in the Daily Living tab
A problem exist in the Behavioral I tab

Assessment Date: 09/06/2012 Status: Submitted

Evaluator: [Redacted] Age: 50

Critical	Daily Living	Personal Care	Safety	Behav I	Behav II	Unusual Behav	Psychiatric	Medical	Health	Dev D
PLEASE CHECK YES FOR ANY CRITICAL SERVICE SITUATION; OTHERWISE, CHECK NO.										
Critical Service Situation										
a. Young adult aging out of Lopez or Autism Waiver and needs the same level of care to maintain well-being										<input checked="" type="radio"/>
b. Olmstead issue										<input checked="" type="radio"/>
c. Is the focus of a court order or imminent court order										<input checked="" type="radio"/>
d. The person is under age 18 and requires coordinated services through several agencies to avoid court action										<input type="radio"/>

What happens after the PON is submitted for review?

- The Regional Office will review the assessment and change the status to “Verified”.
- The PON score will appear in CIMOR “Screenings” under the PON tab.
- The findings of the PON can be appealed through the existing UR appeal process, as defined in 9 CSR 45-2.017

How is the Regional Office notified that a PON is ready for verification?

An email notifying the RO of the PON should be sent to the relevant RO email addresses:

PON.ARO@dmh.mo.gov

PON.CMRO@dmh.mo.gov

PON.HRO@dmh.mo.gov

PON.JRO@dmh.mo.gov

PON.KCRO@dmh.mo.gov

PON.KVRO@dmh.mo.gov

PON.PBRO@dmh.mo.gov

PON.RRO@dmh.mo.gov

PON.SIRO@dmh.mo.gov

PON.SpRO@dmh.mo.gov

PON.STLCRO@dmh.mo.gov

PON.STLTRI@dmh.mo.gov

Additional Resources

- You may access the “*Frequently Asked Questions*” documents available on the Division of Developmental Disabilities’ external website, under the “Trainings and Events” tab.
- In order to create a Step-by-step guide, it is recommended that slides 11-25 be printed for future reference.

Additional Resources, Continued

- Any guidelines related to the PON assessment tool will be available online on the DD Website at: <http://dmh.mo.gov/dd/Guidelines.htm>.
- A copy of the PON is included within the latest version of the CSR, at: <http://www.sos.mo.gov/adrules/csr/current/9csr/9c45-2a.pdf>