

CHAPTER 44 – QUALIFIED VENDOR RESPONSIBILITIES FOR PLANNING TEAM MEETINGS

REVISION DATE: 9/15/2014, 8/1/2014

EFFECTIVE DATE: October 31, 1993

As a member of the Planning Team, Qualified Vendor responsibilities include, but are not limited to the following:

- A. Submit assessments, including recommendations, to the Support Coordinator at least five working days prior to the scheduled Planning Team meeting.
- B. Write plans of care or teaching strategies necessary to implement assigned outcomes and submit as required in the specific Service Specifications.
- C. Submit progress reports as required in the Provider Manual.
- D. Participate in the Planning Team meeting:
 - 1. In person at the location selected by the member;
 - 2. By phone; or,
 - 3. By submitting required documents prior to meeting.
- E. Complete action items as determined by the Planning Team.
- F. Contact the Support Coordinator to suggest a team meeting when the Qualified Vendor becomes aware of significant changes in the member's condition or status.