

Home and Community Based Scheduling Tool

This tool is designed to be completed by the Support Coordinator with the member/ Health care Decision Maker (HCDM) and Person-Centered Service Plan (PCSP) planning team to provide a general understanding of the member's day-to-day life to support the determination of when services might be needed and/or provided by other avenues (i.e. school-based care, day programs, etc.). It is not intended to create an inflexible or prescriptive schedule for the member but rather reflect the member's autonomy and self-determination to direct their everyday lives. Therefore, this tool is completed prior to and helps inform the needs assessment conducted by the Support Coordinator using the HCBS Needs Tool (HNT), which determines the authorized services and hours.

Instructional Note: Support Coordinator must select the item on the list that best fits what the member does or wants to do during that day and time. The notes section can be used to document items that aren't already captured in the listing, as well as note any services that may be supporting the member's needs during those days/times.

Members' Name _____ AHCCCS ID Number _____

Day to Day Schedule								
Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes
12:00 AM								
1:00 AM								
2:00 AM								
3:00 AM								
4:00 AM								

Day to Day Schedule								
Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								

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