

2001 PLANNING TEAM MEMBERS' ROLES AND RESPONSIBILITIES

REVISION DATES: 10/1/19, 10/1/14

EFFECTIVE DATE: July 31, 1993

REFERENCES: A.R.S. § 36.551.01; A.A.C. R6-6-101

PURPOSE: To establish the planning team members and their roles and responsibilities.

A. Planning Team Members

The members of the planning team will vary depending upon the needs and wishes of the member, member's family, or responsible person, as appropriate. At a minimum the planning team members will include:

1. The member;
2. The member's parent(s), if the member is a minor, or legal guardian, if any;
3. The Division Support Coordinator or other designated Division representative;
4. The member's advocate, if any, or the individual assigned to provide Special Assistance, if applicable;
5. Representatives of any service currently authorized or assessed, including:
 - a. Health Plan Care Manager, if one is assigned to the member;
 - b. The DDD Health Plan Liaison, if it is believed a referral should be made for a Care Manager;
 - c. The Behavior Health Case Manager, if applicable;
 - d. Qualified Vendor authorized to provide a service;
 - e. Department of Child Safety Case Manager, if member has an open case with DCS; and
 - f. Any other individuals the member/responsible person or the Division select.
6. Additional team members may participate in the planning team meeting:
 - a. Direct support professionals who work directly with the member served in Residential, Employment or Day Program services;
 - b. An individual qualified to address the health and medical needs of a member who is medically involved. The Support Coordinator and District/Division nurse will determine which Division staff or providers meet this qualification.

7. Intermediate Care Facilities for Individuals with an Intellectual Disability:
 - a. A Qualified Intellectual Disabilities Professional, who typically is the Division Support Coordinator;
 - b. The member's Primary Care Provider (PCP), who may participate by means of written reports, evaluations and recommendations;
 - c. The Division/District Nurse assigned to the facility;
 - d. Therapists when there is an indication of need and/or where services are currently being provided; and,
 - e. Providers of direct service in other programs received or needed by the member, such as Day Treatment and Training, or educational programs.
8. Nursing Facilities:
 - a. The member's PCP, who may participate by means of written reports, evaluations, and recommendations;
 - b. The Division/District Nurse assigned to the Nursing Facilities;
 - c. Therapists when there is an indication of need and/or where services are currently provided;
 - d. Staff from Nursing Facilities; and
 - e. The member's primary caregiver(s).

B. Planning Team Members' Roles and Responsibilities

Each planning team member plays a key role in developing a member's Planning Document using a person-centered approach. To ensure the member's strengths and needs are reviewed at each planning meeting, resulting in a plan that meets the medical, functional, social and behavioral health needs of the member in the most integrated setting, the following planning team members will engage in their outlined roles and responsibilities as a member of the planning team: (All planning team members will emulate the values and guiding principles of the program.)

1. The member, or the member's parent or responsible person if the member is unable to, shall do the following:
 - a. Inform the Support Coordinator of any substantial changes in his/her health and well-being between meetings;
 - b. Actively participate in the planning meeting by providing information about his/her medical, dental and behavior health status, and his/her strengths, needs and preferences;

- c. Inform the Support Coordinator of what is going well for him/her and what concerns he/she has regarding the authorized services and supports; and
 - d. Ask questions he/she may have about services and supports; and share how the team can best assist him/her in reaching the goals.
 2. At a minimum the Support Coordinator will:
 - a. Maintain communication with the member, the member's family, or legal guardian, and all other team members between meetings to ensure all team members are aware of the meetings' topics and are prepared to participate;
 - b. Facilitate the meeting to ensure all team members have an opportunity to participate and the meeting stays on topic and on time;
 - c. Help the member and member's family to feel comfortable with the planning process;
 - d. Answer questions asked by the other team members; and
 - e. Inform service providers of their roles and responsibilities when the providers seem unsure of their role during the meeting.
 3. Representatives of any service currently authorized or assessed will:
 - a. Actively participate in the planning meetings by lending their perspective on the member's progress, potential emerging risks, and any identified gaps in services. This could include discussing progress reports, teaching strategies and/or other documentation the service provider has;
 - b. Work collaboratively with the planning team to identify needed priorities and outcomes based on the member's progress and potential risks; and
 - c. Assist with action items identified with the team.