



Office for People With Developmental Disabilities

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Documentation Review for the Coordinated Assessment System (CAS)

As part of a person-centered approach, the CAS assessment process requires assessors to have access to records and documentation that are pertinent to the person's care planning process. With the partnership of the Care Manager/Qualified Intellectual Disabilities Professional (QIDP), assessors review documentation that, along with the rest of the CAS assessment process, allows for a more comprehensive understanding of the person's strengths and needs. In this context, the documentation needed for each person may vary according to his or her unique characteristics. Since the CAS is a time sensitive tool, it is crucial that assessors have access to the documents on the day of the interview with the person and/or the knowledgeable individual(s).

The role of the Care Manager/QIDP is extremely valuable as they will assist in identifying the documents needed for review and will facilitate the access to such documents. There are several methods Care Managers/QIDPs can use, in order to provide assessors with access to the documents. Some of these methods are: having the person's record/chart onsite on the date of the interview, sending documents via secure email, or faxing the documents. In addition, assessors may review documentation that has been previously uploaded to OPWDD's CHOICES portal; however, it is NOT advisable to upload documents to CHOICES with the sole purpose of being reviewed by the assessor.

The collaborative effort between CAS assessors and Care Managers/QIDPs will reflect the ongoing goal of utilizing a person-centered functional needs assessment in the development of a care plan inclusive as required by the Person-centered Planning Regulations.

The list below represents a sample of documents that may be relevant for the assessor to review. If the documents cannot be available on the date of the interview, Care Managers/QIDPs should notify the assessor, prior to the assessment interview and make the appropriate arrangements to ensure the assessor can review the documents in a timely manner.

Example List of documents for CAS review:

- Annual Physical Exam, including recent medical appointment consultations/notes
- Current medications – Medication Administration Record (MAR) or medication list
- Most recent Psychological Evaluation (IQ testing)
- Current Person-Centered Service Plan, such as the Individualized Service Plan (ISP) (with attachments, including Individual Plan of Protective Oversight and Habilitation Plans), or the Life Plan (with attachments, including Individual Plan of Protection (IPOP) and Staff Action Plans)
- Current Comprehensive Functional Assessment for people residing in an Intermediate Care Facility (ICF) setting
- Current Individualized Education Program (IEP), if the person is attending school
- Current Behavior Support Plan/Guidelines, if applicable
- Most recent clinical evaluations (e.g., Speech, Physical Therapy, Occupational Therapy, Psychiatry)
- Risk assessment, if applicable
- Most recent Psychosocial Evaluation, if available

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