



Office for People With  
Developmental Disabilities

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Office for People With  
Developmental Disabilities



**CAS:**  
Coordinated  
Assessment  
System

**It's all  
about you**



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# You are at the center of the new Coordinated Assessment System (CAS)



## What is the Coordinated Assessment System?

The CAS is an assessment that gathers information about your strengths, needs, and interests to help your Care Manager create a plan that is right for you. The CAS is designed to ensure that you are at the center of the planning process.

## How Does the CAS Work?

An assessor will talk to you about all aspects of your life: your interests, your living skills, your health and existing support systems. It starts with you, but also includes a conversation with someone that knows you well, such as a person in your circle of support, family members, friends and/or the people who already provide you supports. Finally, the assessor will look at your past information to make sure that he/she has included everything needed to complete the CAS. Once the CAS is done, this information will be available to your Care Manager, who will

share the information with you so that you can begin, or continue, your person-centered planning process.

## How will the CAS help me get the right services?

The information you share will help your Care Manager to develop a Life Plan, that will help service providers to deliver supports right for you. It's important that you, your family, friends and support staff describe what you want and need so that OPWDD can provide quality supports and services for you and your family.

## If I am already receiving services, do I need to have an assessment?

Everyone receiving services from OPWDD will eventually take part in the CAS. The information from the CAS will be used in the person-centered planning process and will help to ensure that your services match your needs and interests.

## How do I get started?

You will receive a letter to let you know that you will be contacted by an assessor to complete the CAS. The assessor will then call you to schedule a discussion and will ask your Care Manager to make sure that anyone else that you may want at the discussion, like family members or friends, are included. If you are new and do not have a Care Manager, the assessor will work with you, your family or friends to make sure all the right people are at the interview.

## How can I be sure that the CAS will work for me?

The CAS has been tested and validated for use with people with intellectual and/or developmental disabilities.

## What happens after the CAS assessment?

Your Care Manager will share the CAS summary with you and talk to you about the information learned. The CAS summary includes information that you and the people who know you well shared, as well as past information about you.

Whatever you and/or the people who support you say is important to know will be written down and this information will be used to help develop your Life Plan or update other documentation, as needed.

If you and/or the people who support you have any questions about the information in your CAS summary:

- Ask your Care Manager. He/she can answer questions about the CAS summary.
- If your Care Manager can not answer your questions, or if you have any concerns, your Care Manager will share those questions with OPWDD.
- OPWDD will contact your Care Manager to talk about and answer your questions and/or concerns.



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