

AGED AND DISABLED WAIVER FORMS INSTRUCTIONS

Form Name: Aged and Disabled Waiver Notes

Purpose: To record contacts/phone calls with or on behalf of ADW members (does not replace required documentation).

- This form may be utilized by anyone at the agency. It does not replace the CM Monthly Contact, Initial Contact or the RN Contact forms.
- The form is used to document contacts with the member. Enter the date the contact occurred, document what occurred or what was discussed, and document the contact (ADW member, John Smith, MPOA, etc.).
- Add the signature under the documentation.
- More than one contact (multiple days) can be placed on the form.

Here are examples of those who can use the form and how they might use it:

- **Case Manager Examples:**
 - CM has contacted ADW member three times throughout the month due to a housing crisis. The Monthly Contact form does not allow enough room to document the phone calls and results of the contacts on behalf of the person.
- **Office Staff Examples:**
 - When a person calls into the office regarding canceling staff, changing schedules frequently, reporting problems with a worker, this form is a way for the office staff to track that information.
- **RN Examples:**
 - RN has received phone calls from the ADW member's family regarding issues with services or a worker.