

TRAUMATIC BRAIN INJURY WAIVER
PERSON-CENTERED SERVICE PLAN ADDENDUM

INSTRUCTIONS FOR COMPLETING THE SERVICE PLAN ADDENDUM

Service Plan Addendum –Chapter 512 Traumatic Brain Injury Waiver (512.14.1)

PURPOSE:

A Service Plan Addendum is completed to document a change in the member's needs. These changes would include such things as an additional service needed after release from a hospital, a member wants to change days of week or times they receive services, or an informal support is going to provide the service for the members opposed to the personal attendant. **A Service Plan Addendum does not take the place of a required six-month or annual Service Plan meeting.** An addendum should also be used if a Responsibility Agreement needs to be implemented. The addendum should discuss the reasons that lead to the need for the Responsibility Agreement.

Once the Service Plan is in place and a participant has ***a change in need only*** a **Service Plan Addendum** form is used to document any changes to the participant's plan.

1. The Case Manager will complete a Service Plan Addendum by:
 - a. Entering the Participant's:
 1. Last and First name
 2. 11-digit Medicaid Number
 3. Current Service Plan period noted on the current service plan in which the addendum is being written
 - b. Dating of the Addendum
 - c. Describing how the participant's needs have changed in the box provided
 - d. Describing any changes in service in the box provided
 - e. If the Addendum is occurring because a Responsibility Agreement, include the signed agreement
 - f. Documenting any other information, you may need to share regarding the Addendum.
2. The Case Manager ***must sign and date*** the Service Plan Addendum.
3. The Participant/Legal Representative ***must*** sign and date the Service Plan Addendum.
4. The Case Manager will send a copy of the Addendum to the Personal Attendant Service Agency or PPL and date at the bottom of the Service Plan Addendum.
5. The Case Manager will send a copy of the Addendum to the Participant/Legal Representative and date at the bottom of the Service Plan Addendum.
6. The Case Manager will send a copy of the Service Plan Addendum to the UMC and date at the bottom of the Service Plan.
7. The Case Manager will send a copy of the Service Plan Addendum to the Personal Care Agency, if applicable and date at the bottom of the Service Plan.
8. The Case Manager will send a copy of the Service Plan Addendum to the Home Health Agency, if applicable and date at the bottom of the Service Plan.