



## TRAUMATIC BRAIN INJURY WAIVER PERSON-CENTERED SERVICE PLAN ADDENDUM

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### INSTRUCTIONS FOR COMPLETING THE SERVICE PLAN ADDENDUM

#### Service Plan Addendum –Chapter 512 Traumatic Brain Injury Waiver (512.13.1)

##### PURPOSE:

To detail a change in participant's needs. These changes would include such things as an additional service needed after release from a hospital, participant wants to change days of week or times they receive services, or an informal support is going to provide the service for the participant as opposed to the Personal Attendant. A Service Plan Addendum does not take the place of a required six month or annual Service Plan.

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. (***Example: A participant decides to change their hours of service from 8am-2pm to 10am-4pm.***)

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. 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.