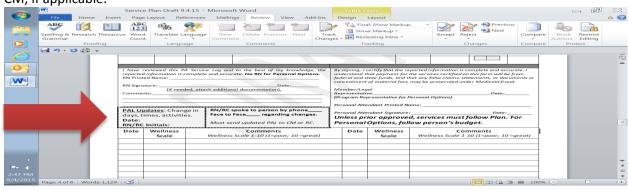
AGED AND DISABLED SERVICE PLAN- UPDATES

SERVICE PLAN AND PERSONAL ATTENDANT LOG UPDATES

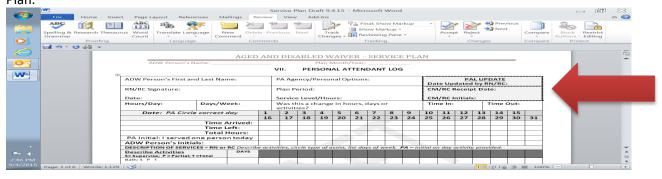
Changes have been made to the Service Plan and processes for plan updates. The Plan of Care was replaced by the Personal Attendant Log (PAL). The PAL is now a part of the Service Plan. Therefore, there is no need for a Service Plan Addendum. Changes to the plan can be made directly on the forms themselves. The process for making Service Plan and PAL updates is as follows.

PERSONAL ATTENDANT UPDATES (PAL): Changes in days, hours or activities

Step 1: RN/RC makes changes to the PAL days, hours or activities. RN/RC documents on page 4 date of change and initials. Verifies recipient approval was by phone or in person. RN/RC sends PAL Update to CM, if applicable.



Step 2: CM (if applicable) initials/dates for receipt of the new PAL with changes in days, hours, or activities. CM (if applicable) attaches new PAL to current Service Plan. PAL becomes a part of the Service Plan.



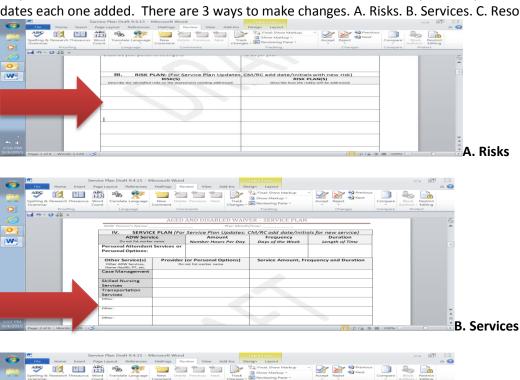
AGED AND DISABLED SERVICE PLAN- UPDATES

SERVICE PLAN UPDATES: Risk Plan, Services or Resource Plan Updates.

Step 1: CM/RC enters the date of the Service Plan Change under "Change in Need/Service Level". There is room for several dates in changes.



Step 2: CM/RC enters new risk, new service or new resource needed by the recipient. CM initials and dates each one added. There are 3 ways to make changes. A. Risks. B. Services. C. Resources.





Step 3: Once the CM/RC has made the changes on the Service Plan update, the new Service Plan update is to be sent to the RN at the Personal Attendant agency (if applicable) to be attached to the current Service Plan (including the PAL) in the ADW recipient's agency chart.