

Handout 4

NEW HAMPSHIRE MAPPING TOOL SAMPLE STRUCTURE (ACTUAL TOOL HAS MUCH MORE DETAIL)

FY18 ANNUAL BUDGET:	Area Agency Function		
	Number of people using service	% provided by AA	% provided by vendor
Direct Service			
Case Management			
Traditional Residential			
PDMS			
CSS			
CPS/DAY			
Supported Employment			
Medical Respite			
Respite			

Financial and Functional Considerations and Factors

As-is Financial and Functional Analysis	Currently Reimbursed	Provided by	Percent of Job	Annual Compensation -	Comments
Intake/Eligibility:					
Conditional Eligibility Review:					
Benefits Management					
Assessments:					
Person Centered Planning Service Design: This section shows type of detail in actual mapping tool					
Transition Planning: Attending school/transition meetings, as needed					
Coordinate and arrange for Service Plan meeting, facilitate and document PCP initiatives via Service Agreements (Initial, 6-month, renewal, amendments for Service Agreements)					
Facilitate Service Plan Meeting					
Obtain all necessary signatures and releases					
Write Service Plan into HRST					
Develop progress notes, schedules, other essential documents for service delivery					
Distribute documents related to Service Plan					
Conduct Quarterly Satisfaction reviews					
Create and process amendments, as needed					
Service Development:					
Notifications					
Wait List Management:					
Budget:					
Certification:					
Committee Membership					