

# HEALTHWEST

## Policy and Procedure

No. 10-008

Prepared by:  
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Effective: December 27, 2001  
Reviewed: March 14, 2018

Approved by:

Subject: Provider Orientation  
and Implementation of  
Person-Centered Planning

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### I. POLICY

It is the policy of HealthWest to ensure all Providers orient staff to and assure their appropriate participation in Person-Centered Planning processes as identified in the Michigan Department of Health and Human Services (MDHHS), Person-Centered Planning Revised Policy and Practice Guidelines, June 5, 2017.

### II. PURPOSE

To assure Person-Centered Planning is routinely available to persons receiving services regardless of their age, disability, or service setting.

### III. APPLICATION

All contracted Providers of HealthWest.

### IV. DEFINITION

Person-Centered Planning Process: Reference MDHHS Person-Centered Planning Policy and Practice Guidelines, June 5, 2017.

### V. PROCEDURE

A. Network Development staff will assure contract language/Provider Manual includes requirements for compliance with Person-Centered Planning Policy. Evidence is to be submitted or available for HealthWest review. The HealthWest monitoring schedule and monitoring method(s) and consequences for non-compliance are detailed in section B. below.

B.

Provider	Requirements	Evidence	Monitoring Schedule	Monitoring Method
<p><b>All Accredited, Non-Accredited, and Licensed Independent Practitioners (LIP).</b></p> <p><b>Note:</b>            Responsibility to assure LIP compliance is delegated to the Contract agency.</p>	<p>Orientation and implementation of MDHHS Person-Centered Planning Revised Policy and Practice Guidelines.</p>	<p>Signed contract.</p> <p>H.R. documentation of staff orientation.</p> <p>Clinical record.</p> <p>Self or external survey reports.</p> <p>Plans of correction.</p> <p>Site surveys.</p>	<p>At application/or annually.</p> <p>Quarterly if there is a performance improvement indicator.</p> <p>Adverse incident.</p>	<p>Document and record review by Network Staff/designee.</p>

C. Consequences for non-compliance Network Development or other administrative staff will:

1. Notify Provider of non-compliance plan of correction requirements and timeframes.
2. Network Development staff/designee will monitor completion until full compliance is achieved.
3. HealthWest may withhold payment or terminate contract for non-compliance with documentation standards.

VI. REFERENCE

MDHHS Person-Centered Planning Revised Policy and Practice Guidelines, June 5, 2017.

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