

HEALTHWEST

Policy and Procedure

No. 10-008

Prepared by:

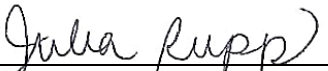
Judith E. Cohen, Network Manager

Effective: December 27, 2001

Revised: March 14, 2018

Approved by:

Subject: Provider Orientation and
Implementation of Person-Centered Planning


Julia Rupp, Executive Director

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

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.

/jec