

ID#	Person Initials	Reviewer Initials	Date Reviewed 99/99/2008- 00/00/2008	Region RE	CM Agency Full Name	Day Program Agency Full Name	Residential Agency Full Name
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Immediate Need or Special Attention: Class Members identified as “*needing immediate attention*” are persons for whom urgent health, safety, environment and/or abuse/neglect/exploitation issues were identified which the team is not successfully addressing in a timely fashion.

New Definition of “Special Attention Needs”: Class Members identified as “*needing special attention*” are individuals for whom issues have been identified that, if not effectively addressed, are likely to become an urgent health and safety concern, in the near future.

If you have reviewed someone who has been identified as an Immediate Need or needing Special Attention you must list:

- Which Category (Immediate Need OR Special Attention).
- WHY they are listed in that category (the findings – must match finding #1 in the grid below).
- If you report to DHI state that here, state why you are reporting, and include detail in the narrative which follows.
- If you are going to file a CAIR Report give details here of the issue.

If you do NOT have someone in this category, delete this section and proceed to “Description of the person”.

Description of the person: This summary MUST include...

- Age, gender and ethnicity
- Strengths, preferences, accomplishments, abilities, special relationships in the person’s life
- General/Family History if known
- Current living and day/work programs and how these programs meet his/her needs;
- Number of living and day/work placements within the last year, if an issue.
- Brief overview of the adequacy of the ISP.
- Incident report chronology, if warranted.
- All diagnoses (In matrix form) (See Sample)
- All medications (In matrix form) (See Sample)
- Health and behavioral status including progress and/or regression. List frequency of hospitalizations and ER visits including reason for visits and follow up taken.

- Issues that you are going to address in the “findings and recommendations” should be highlighted here. Give particular attention to the effect of the findings on the person’s life or the potential effect.

- Any assistive technology needs the person has and the availability and effectiveness of needed assistive technology. List all of the devices the person is to have and whether or not they are available, being used and functional.

In your Findings and Recommendations, please be sure to

- Identify the number of the question/s or interviews that triggered the recommendation in the box with the recommendation number.
- In the narrative of the Finding, make it clear where the finding came from: the specific interview, document or observation.

DIAGNOSIS	INFORMATION LOCATION	DATE	NAME/TITLE OF AUTHOR

NAME OF MEDICATION	DOSAGE	TARGET SYMPTOM/BEHAVIOR

EQUIPMENT	WHO WILL OBTAIN	WHO WILL MAINTAIN	SOURCE	SOURCE	SOURCE	SOURCE

Review Recommendations

NOTE: If you do not have findings and recommendations in a specific section, delete that section or put "none".

#	Findings	Recommendations
Immediate Need/Special Attention (if None, Delete this category of findings)		
	<p><i>This information should also be BEFORE the Description of the Person.</i></p> <p>For example, if you have reviewed someone the Community Monitor has designated as needing Immediate or Special Attention you must list:</p> <ul style="list-style-type: none"> ▪ Which Category (Immediate OR Special Attention). ▪ WHAT you found that led to that finding; <ul style="list-style-type: none"> ○ If you observed something describe it; ○ If you identified something missing in the records list specifically what is missing; ○ If recommendations were not followed, list specifically what recommendations, made by whom and when. <p>BE SPECIFIC so what you found is very clear.</p>	<p>What, in measurable terms, has to happen to resolve the finding. BE SPECIFIC so the Case Manager, provider and regional office know how to follow up.</p>
Good News		
	If appropriate, this is the place to recognize self-determination efforts,	You may have no recommendations... but be sure to thank the appropriate people for all

#	Findings	Recommendations
	exciting and fun things that are happening in the person's life, natural supports, and overall quality of life issues that people should be recognized and thanked for.	of their hard work (including the person, family/guardian, team members, etc.). DO NOT number findings that are thanking people.
Case Management/Guardian		
Direct Care Services		
	<ul style="list-style-type: none"> • Day/Employment 	
	<ul style="list-style-type: none"> • Residential 	
Health & Wellness		
	<ul style="list-style-type: none"> • Health • Medications • Assessments • Therapies 	
Adequacy of Planning and Adequacy of Services, Team Process, ISP		
Expectations for Growth, Quality of Life & Satisfaction		
Behavior		
Adaptive Equipment/Augmentative Communication		

#	Findings	Recommendations
Other		
	If other issues are identified that do not fall within the previous categories, list them here.	

Regional Follow Up: *Entered by Lyn*