

The Function of the Healthcare Coordinator Quarterly Summary

The intention of this form is not to replace any other reporting forms which currently exist in the DD Waiver system. It also does not replace the responsibility to report issues in a timely fashion which must be addressed immediately. Rather, this form is intended as a “back-up” to the other required actions/documentation. **This form is a tool, not a rule. What is important is that the information which this form captures is shared in a functional way by the Interdisciplinary Team.**

The Healthcare Coordinator Quarterly Summary was designed by an interagency workgroup as a quarterly reporting tool to share information with the team regarding health and behavioral information which did not require immediate team attention. **It is intended that the team will notice when follow-up appointments do not occur, there is a trend in health or behavioral situations, or there is an issue that must be addressed by the IDT.** The completion of this form with review by the agency nurse can assist in meeting these responsibilities.

Additionally, this form serves to inform the team of what has occurred regarding the individual’s health status or behavioral issues. By completion of the form, it may be noticed that certain health issues were not addressed and provide the team with the information to address them. It also may serve to note what has not occurred, but should have occurred. It also serves to keep the entire team informed as to current status.

Upon completion of the form, it should be shared with the Agency Nurse, Service Coordinator and Case Manager. These parties should share the form with relevant team members. Additionally, these parties should review the form to determine if follow-up action is required (i.e. lab tests, IDT meeting, etc.)

It is important to note that the report form is intended as a tool. The document should not just be submitted and filed away. The nurse should review the tool to assure that all needs are met. If needs are not met, the team members should discuss methods to assure that the concern is addressed. Also, it is necessary that the team look at WHY something slipped through the cracks in order to develop a plan to assure that the same issue does not recur. This is the intent of the Healthcare Coordination concept.

Finally, agencies/IDT’s may identify alternative or additional tools to support them in tracking and identifying trends which they are free to use in addition to, or in place of, this form. The important thing is that there is something in place to assure that medically related services are received in a timely fashion, follow-up occurs as ordered and trends are noticed and acted upon.