

## Needs Assessment Process

The initial needs assessment will be completed by a MR/DD case manager when an individual will receive family-individual support services funded by the HCBS MR/DD Waiver.

The MR/DD case manager will review the needs assessment on at least an annual basis. If no changes are needed, the MR/DD case manager will complete Section 5 of the needs assessment and turn it into the CDDO to request the hours remain the same. Any changes in needs will be documented and reflected on an updated needs assessment and submitted to the CDDO for review.

A new needs assessment will be required when there is a tier change, support needs change, or a crisis occurs.

The CDDO may request an updated needs assessment at any time.

The CDDO will determine the number of hours to be reflected on the plan of care based on the individual's need as demonstrated on the needs assessment and standardized guidelines.

CDDO's are encouraged to develop local processes for substantiating the Case Manager/Service Coordinator's requests:

- CDDO Review for consistency of need identified in request across PCSP, BASIS Assessment, IEP, and other documentation, or
- CDDO Staff input from ongoing monitoring of families/services, or
- Funding Committee interview of Case Manager/Service Coordinator and/or family, or
- Any locally developed uniform methodology to add validity to needs identified.