

Policy Revisions Record

Part II Policies and Procedures Manual for SOURCE_Services

REVISION DATE	SECTION	REVISION DESCRIPTION	REVISION TYPE	CITATION	Reason for change
			A=Added D=Deleted M=Modified	(Revision required by Regulation, Legislation, etc.)	
1/2016	904	<u>Routine Reevaluations/ Reassessments</u> <u>Complete Re Evaluation Packets)</u> <i>for the sentence that states:</i> “Source members are evaluated for continued eligibility at least annually, and more often as necessary (e.g. improvements, as directed by GMCF, as directed by DCH). “ <i>Transfers excluded from this statement</i>	D	N/A	Consistency in policy
1/2016	905 Modified Reevaluation/ Readmission into SOURCE	Members with a greater than 3 month LOC do not have to have an evaluation packet submitted to GMCF. If a transfer, submit appendix X	A A	N/A	Relieve burden on CM agency
1/2016	905 Modified Reevaluation/ Readmission into SOURCE	Members who meet certain requirements, may qualify for a modified evaluation packet.	A	N/A	As above
1/2016	Section 904 and Appendix QQ	New form/ form requirements for Modified reevaluation	A	N/A	Assist in clarification of new policy
1/2016	1406 Right to appeal	If agency discharges a member, and member appeals, GMCF requires the evaluation packet to be uploaded to GMCF to extend the LOC thru the hearing process. Clearly ID packet as agency denied	A	N/A	GMCF requirement
4/2016	701. Eligible Members	Need to determine eligibility factors annually or more often	A	N/A	Clarification
4/2016	1404	Removed all references to notify DCH with an appendix F for member discharges...	D	N/A	No longer applicable
4/2016	Appendix F Provisional Level of Care	Provisional Level of Care removed. This process no longer applicable with newly implemented PA Service process	D	N/A	N/A for program
4/2016	Appendix Z (pages 6 and 7)	Forms updated for discharge planning and any References in manual to Appendix Z specific pages updated to reflect new documents	M/A	N/A	update
4/2016	Appendix Z page 6	Form needed for legal updated	M	N/A	update
4/2016	1404.Member Discharge	<i>Discharge Planning Policy Statement added and</i>	A	N/A	Consistency

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4/2016	1404 Member Discharge	Reinforcement of steps for discharge planning: Upon discharging the member, the Case Manager will complete the SOURCE Discharge Summary Form in its entirety (Appendix BB), and Appendix - 8 to be filed in the member's chart.	A	N/A	
4/2016	806 <u>SOURCE CASE MANAGEMENT TEAM</u>	Each SOURCE Enhanced Case Management Team convenes a formal multidisciplinary team meeting at least weekly, to perform the following functions a) Review new admissions b) Complete / Review Discharge Planning (see Appendices) for new members, reassessed and discharging members	A	N/A	
4/2016	Appendix H	New SOP for provision of resources to members with an involuntary discharge and follow up with member	A	N/A	Continuity
4/2016	Appendix BB	Discharge planning information added	A	N/A	Consistency
4/2016	1405 SOURCE MEMBER INVOLUNTARY DISCHARGE	2 The Case Manager will state that program eligibility requirements and reevaluation is needed to remain on the SOURCE program	A	N/A	Member help
4/2016	1406. <u>Right to Appeal</u>	Procedures after decision of non-eligibility : a 2 nd level review option will be present in the GMCF letter to members. How it works is described.	A	N/A	Member help
4/2016	Appendix MM	How to attach the new information to GMCF in a 2nd level appeal	A	N/A	Member help
4/2016	APPENDIX LL GMCF	<i>Provider Workspace User Manual</i> that will show SOURCE Providers how to submit Second Level Reviews/ Reconsiderations. How providers should submit additional documentation for Second Level Review/ Reconsideration via the Reconsideration Link ONLY.	A	N/A	Program advance
7/2016	1404. <u>Member Discharge</u>	(under) Procedures: (8) SOURCE Medical Director will sign Appendix F for discharge of services.	M	N	clarification
7/2016		(under) Process for Discharge Member is chronically non-compliant (non-compliance includes continued abuse of alcohol or drugs)	M	N	clarification