



**SENIOR & LONG TERM CARE DIVISION
COMMUNITY SERVICES BUREAU**

Section: FORMS

**Subject: General Information/Booklet
Requisition**

FORMS

- The provider agency is required to use Department generated forms to deliver Community First Choice and Personal Assistance Services (CFC/PAS). The Department will provide an electronic version of the form. The provider agency is responsible for copying and completing these forms.
- Sample forms are indicated by an asterisk. These forms may be modified by the provider agency with Department approval.
- If a provider agency elects to develop electronic versions of the form they may do so. However, they must receive approval from the Department for use of all electronic forms prior to implementation.

FORM NUMBER

FORM NAME

DPHHS-SLTC-MA128

Request for Case Review

DPHHS-SLTC-154

Member Referral/Functional Need Assessment

DPHHS-SLTC-155

Member Service Profile

DPHHS-SLTC-157

Change in Demographics

DPHHS-SLTC-158

Agency Unable to Admit/Discharge Form

DPHHS-SLTC-159

SD-Member Agreement

DPHHS-SLTC-160

SD-Health Care Professional Authorization

DPHHS-SLTC-163

Agency Start of Care

DPHHS-SLTC-166

SD-Personal Representative Agreement

DPHHS-SLTC-167

SD-Program Compliance Tool

DPHHS-SLTC-175

SD-CFC/PAS Service Plan

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|-----------------------|--|-----------------------|
| | | SD-CFC/PAS 924 |
| Section: FORMS | Subject: Internal Quality Assurance Review Summary (SLTC-250) | |

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|-----------------|---|
| DPHHS-SLTC-200 | Person Centered Plan |
| DPHHS-SLTC-210 | Re-certification Form |
| DPHHS-SLTC-215 | Skills Acquisition Endorsement |
| DPHHS-SLTC-216 | Skills Acquisition Training Plan |
| DPHHS-SLTC-221 | *Mileage/Medical Escort Form |
| DPHHS-SLTC-222 | *SD- Service Delivery Record |
| DPHHS-SLTC-230 | Risk Negotiation Form |
| DPHHS-SLTC- 246 | Intake Internal Review Worksheet |
| DPHHS-SLTC- 247 | Recertification Internal Review Worksheet |
| DPHHS-SLTC-250 | Agency Internal Quality Assurance Review |
| DPHHS-SLTC- 251 | Provider Prepared Standards |
| DPHHS-SLTC-260 | Booklet Requisition Form |

➤ **BOOKLETS**

The Department provides two printed booklets. The booklets are not intended to be distributed to the general public. To request booklets, use the Booklet Requisition Form (SLTC-260).

The two CFC/PAS booklets are:

1. Hiring In Home Help

The CFC/PAS provider agency must supply this booklet to member's who indicate an interest in receiving additional assistance in managing their direct care workers. The booklet should only be provided at the voluntary request of the member. The booklet is not intended to be provided to every CFC/PAS member.

2. CFC/PAS Pre-Planning Booklet

The CFC/PAS Pre-Planning Booklet must be provided to every member who is enrolling in CFC services for the first time. The booklet does not need to be provided to members who are switching CFC/PAS provider agencies. The Plan Facilitator is responsible for providing the booklet to new CFC members.