

PROGRAM COORDINATION CONTRACT

Summary of Services

MONTHLY REPORTING

CFH Provider will continue to collect data

- Use the same implementation plans (PIPs)/goal sheets from your previous agency
- Submit copies of completed implementation plans (PIPs)/goal sheets to their Program Coordinator
 - To be submitted by mail, email, fax or POM
 - Due monthly, but no less than quarterly (by the 3rd calendar day following the quarter)

Program Coordinator reviews the PIPs as they come in to track progress of the Participant

- Program Coordinator transfers data from PIPs and records onto the Provider Status Review.

QUARTERLY REVIEWS

Program Coordinator calls CFH Provider quarterly

- Discuss all PIPs and make revisions to PIPs when needed
- Program Coordinator will send out any revisions of the PIPs to the CFH Provider
- Comments will be made quarterly on the Provider Status Review
- Program Coordinator will send 6 month and annual Provider Status Review to Targeted Service Coordinator

ANNUAL FACE TO FACE MEETING

Program Coordinator and CFH Provider set up an annual face to face meeting

- This will occur in the last quarter of the ISP year (approximately 3 months before the ISP expires)
- This meeting will occur in the Certified Family Home with the participant present
- Program Coordinator will provide training on implementation of PIPs
- Update documents needed for Program Coordination, including Release of Information
- The Participant, Provider and Program Coordinator will review all PIPs, Home Alone/Safety and Behavior Plans
- The Participant, CFH Provider and Program Coordinator will discuss goals for the ISP meeting

ANNUAL ISP MEETING

CFH Provider presents the goals (discussed above) to the team at the ISP meeting

- Program Coordinator does not attend this meeting
- Program Coordinator begins working on writing the new programs and submits them to Provider by the ISP start date