



PROVIDER ALERT



Alert #20 – 10– 27 –2008– HCAL, HCCH, HCYO, HCAD, HCBK, HCNE, HCNC, HCKK

ATTENTION RTF AND IRT/CRR/TFC PROVIDERS:

New Community Care Plan of Care Summary Forms For: Residential Treatment Facility (RTF) and Individualized Residential Treatment (IRT)/Community Rehabilitation Residential (CRR)/Therapeutic Foster Care (TFC)

Community Care is issuing a new Plan of Care Summary (POC) Form to be used by all Community Care Contracts/Counties beginning on or before December 1, 2008 for all initial and continued stay requests for accredited and non-accredited Residential Treatment Facilities (RTF), Individualized Residential Treatment (IRT), Community Rehabilitation Residential (CRR) and Therapeutic Foster Care (TFC) requests. The new Plan of Care Summary (POC) Form, also referred to by the State as Attachment 6, has been updated to remove the member's social security number for privacy reasons. We have also updated the school information section on the second page of the POC as requested by Providers and Schools. These forms will be **required for all service requests by December 1, 2008.**

The *New Plan of Care Summary Forms* and instructions can be downloaded from the Community Care website by putting the following web address into your browser and selecting the "all counties" option under Plan of Care Form and Directions in the RTF Forms category:
<http://www.ccbh.com/providers/phealthchoices/forms/index.php>

For your convenience, please note that although these forms are in PDF format, they may now be saved and edited for future use.

DATE TO USE NEW FORMS: If you are not currently using the new forms, please do so as soon as possible, but no later than December 1, 2008.

If you have any questions regarding the new forms, please do not hesitate to contact your Care Manager immediately for assistance.

Thank-you