

## Community Participation Assessment and Questionnaire CPAQ Process

CPAQ Completion and Commitment by Residential Provider & SC (for persons in natural homes who do not receive in home supports) Automated Notification and Prioritization for Community Participation Planning Meeting Providers with current authorizations to provide services to the person & the SC receive instant notification of committed CPAQ with instructions for prioritization (persons with Yes response to Q 22 and Q. 24 must be prioritized for a planning meeting)

Scheduling of IDT Planning Meeting SC schedules IDT meeting within 2 weeks of receiving the CPAQ & enters MCIS note documenting confirmed date, time, location and attendees\*

## Preliminary meetings/contacts by Day Providers

Day Providers contact residential providers and/or other members of the IDT for preliminary discussion of day supports, risks and steps the provider plans to take to mitigate risks

## **Community Participation Planning Meeting**

day provider(s) presents plan(s) for day supports; IDT accepts, modifies or rejects the plan & agrees on outcomes, goals and supports to mitigate risks; if day supports are rejected, SC documents reasons for rejection in the ISP Summary of Recommendation, & date the team will revisit (as applicable); the team reviews supports and services needed for day supports; team may review socialization and community inclusion goals during the meeting

## ISP Documentation and Provider Support Plans

- 1. Changes in pre COVID day or employment supports and services:
  - a. SC enters a Community Participation Planning Meeting Note in MCIS (document attendees and outcome) the date of the meeting auto populates to the <u>"Verification of Team Review"</u> section of the CPAQ in MCIS
  - b. SC amends ISP Summary of Recommendations, Outcomes and Plan of Care
  - c. Providers update the individualized schedule & program plan to reflect the team's agreed upon outcomes, goals
  - d. During the Annual ISP, providers ensure the Community Participation/Job Search Plan reflects the person's goals and community or employment partners
- 2. No changes in Pre COVID services
  - a. SC enters a Community Participation Planning Meeting Note in MCIS documenting attendees and outcome (services remain unchanged) in accordance with DDA Deputy Director directive for notes)