

Catherine A. Cooper, Deputy Assistant Director  
Authorized Signature

Number: SPD-AR-04-019  
Issue Date: 04/08/2004

Topic: Developmental Disabilities

Due Date: 4/23/2004

Subject: ACTION: DD Case Management Caseload, Review List of Cases

**Applies to (check all that apply):**

- |                                     |                               |                                     |                                      |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/>            | All DHS employees             | <input checked="" type="checkbox"/> | County Mental Health Directors       |
| <input type="checkbox"/>            | Area Agencies on Aging        | <input type="checkbox"/>            | Health Services                      |
| <input type="checkbox"/>            | Children, Adults and Families | <input type="checkbox"/>            | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers    | <input type="checkbox"/>            | Other (please specify):              |

**Action Required:** The Department of Human Services (DHS) Seniors and People with Disabilities (SPD) office is updating caseload information on people with Developmental Disabilities (DD) who receive Case Management (DD 48) services from Community Developmental Disability Programs (CDDPs). SPD has extracted case lists from its Client Process Monitoring System (CPMS). CDDPs are asked to review the information, note any changes or corrections, and return the lists to SPD.

To ensure client confidentiality, the Case Management lists will be sent under separate cover to the DD Program Manager in each County.

**Reason for Action:** DHS SPD is developing routine procedures to periodically update developmental disability (DD) services caseload information, for purposes of budget and program planning.

Most DHS-funded DD services are reported through the Client Process Monitoring System, or "CPMS". Payment for many DD services is ultimately tied to the data in CPMS, when contracts are settled at the end of each of the State's biennial budget periods. During the course of the biennium, however, errors in CPMS may not be detected timely, because those errors do not immediately affect many payments. In addition, cases are not always terminated on a timely basis when those terminations do not affect payments. Finally, when errors are found, the correction process can be slow.

SPD has extracted a list from CPMS of active DD Case Management cases (individuals for whom the CDDP has reported delivering at least one case management service during the past 12-months). To ensure the data is accurate, and to provide Counties the opportunity to make corrections, SPD will send the County Case Management client lists to the CDDPs to review and update, prior to DHS using

the data to update caseload projections.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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