711.0 County Collaboration

711.1 Policy Approval Clearance Record

☐ Rural Services Policy ☐ Mental Health Policy ☒ Developmental Services Policy	This policy supersedes: n/a	Number of pages in Policy: 2
Review by Representative from the Office of the Attorney General: n/a	Date: n/a	Date Policy Effective: 1/1/12
Rural Services Director Approval Signature: *Barbara Legier*	Date: 12/1/11	Policy Lead: Barbara Legier

711.2 Statement of Purpose

711.2.1 **Policy Statement:** Rural Services collaboration with county partners is critical for effective service delivery for the individuals served.

711.2.2 **Purpose:** To establish procedures in which information can be shared in a consistent, scheduled manner to minimize disruption of day to day activities of persons served, provider agency staff, county and state staff.

711.3 Authority

County contract requirements as a result of legislative action to shift the cost of services to children with developmental disabilities to county responsibility.

711.4 Unique Definitions and Acronyms

711.4.1 Please refer to the definitions policy and attachment list for definitions and acronyms.

711.4.2 A scheduling delay occurs when a participant is unable to coordinate their calendar to facilitate attendance after two attempts to schedule the meeting.

711.5 Procedures

711.5.1 Communication needs identified by county partners will be managed through regularly scheduled meetings and will include Rural Services fiscal and program staff who will be available to respond to questions, provide information and clarification on a regularly scheduled basis.

A. **Meetings:** Meetings will be held monthly or less frequently as determined necessary by all parties, on the third Tuesday of every month in the Rural Services, Developmental Services office location as mutually agreed upon or can be conducted via telephone or videoconference, if equipment is available. Questions will be submitted by the county via email to the Community Services Director 5 work days prior to the meeting so that staff can conduct the research necessary and/or bring appropriate case file information to the meetings. Questions not submitted prior to the meeting may or may not be addressed during the meeting, but responded via email at an agreed upon date.

1. The agenda for each meeting will be written and distributed to all participants by the Rural Services Community Services Director 3 work days prior to the meeting.

2. A Rural Services fiscal representative will participate to respond to fiscal questions, which requires this person to be present in their office to research appropriate documents in order to respond meaningfully.
3. A Rural Services Developmental Specialist IV and/or Community Services Director will be available at all meetings to address person-specific questions or program procedural questions.
4. Due to confidentiality requirements, each county will be met with individually for 1 hour. The Rural Services Community Services Director will schedule all county meetings on Tuesday at 1 hour intervals. If all questions cannot be responded to in this timeframe, additional communication via email and telephone will be coordinated by the Rural Services Community Services Director for timely response back to the county.
5. Upon request to Rural Services and approval by the person served, designated county staff with the need to know confidential information regarding persons served may attend treatment team meetings. The person served will identify a date and time for the meeting three to four weeks in advance and all team members and county staff will be promptly notified. If consent is not received from the person served the meetings will be held without county staff in attendance due lack of consent.

B. Documentation:

1. Billing back up documents will be available to the counties during the monthly meetings, or attached to invoices, whichever is preferred by the county. This information will provide specific, individualized billing information per person that outlines services provided.
2. Billing projection information will be provided by Rural Services fiscal staff at each monthly meeting.
3. Notification of new applicants will be provided by the Community Services Director or designee within 10 days of receipt of all of the application materials. Those applicants who have not submitted all necessary application paperwork will not be included in this notification until all paperwork has been submitted.
4. Notification will be given promptly to all counties when a new applicant is determined eligible and a Developmental Specialist III is assigned.
5. Program information is defined as individualized service plans and service agreements for all programs in which the person served is a participant. This information will be available to the counties during monthly meetings as requested. Rural Services staff present at the monthly meetings will be able to provide a status update on persons served related to increases and decreases in billed amounts to the counties.
6. Developmental Specialist IIIs will write a DAP progress note in the individual record documenting each time a county representative is invited to and attends an ISP meeting.
7. Minutes of these meetings will be taken by Rural Services staff and the Community Services Director will ensure they are distributed to all participants with identifying information about persons served removed no later than 5 work days after each meeting.

711.5.2 Timelines

County Collaboration

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
County submission of questions	10 work days prior to the date of the meeting	First day of each month	County Representatives	Submit questions to the Community Services Director
Agenda development and dissemination	7 work days prior to the meeting	First day of each month	Community Services Director	Write and distribute agenda
Minutes	5 work days after the meeting	Date of the meeting	Community Services Director	Ensure minutes are taken and disseminated.