

**Date: June 17, 2010**

**To: DD Waiver Case Management Agencies**

**From: Mikki Rogers, Division Director**

**Re: New Monthly Site Visit Monitoring Forms**

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The Developmental Disabilities Supports Division has issued two new forms, replacing all related versions of the Case Management Site Visit Forms. These are:

1. **The Monthly Site Visit Form** used for monitoring ISP implementation and progress, services and supports- as well as the health and safety of individuals receiving DD Waiver Services. This is to be used for all Adults, including Young Adults who have graduated or transitioned from school.
2. **The Children's Site Visit Form** is to be used to monitor ISP implementation and progress, services and supports, and the health and safety of children receiving DD Waiver services. This is to be used for Children, including Young Adults who have not yet graduated or transitioned from school.

**DDSD is requiring that all Case Management Agencies use these forms only.** Previous agency adaptations of the prior Site Visit Form shall NOT be used. No changes may be made to these new Site Visit Forms, except that they may be formatted from "Landscape" to "Portrait", as long as there is similar space for documentation.

The only exception to this is that Case Management Agencies using an electronic case management system, may continue using those systems, provided that the electronic fields in those systems include ALL questions from the new Site Visit Forms. A sample printout of the data fields must be sent to the Statewide CM Coordinator, Lisa Storti, for prior approval of use.

Case Managers can begin using this new form immediately, and all visits beginning July 1, 2010 should be documented using the new forms.