



**Office for People With  
Developmental Disabilities**

# **Coordinated Assessment System (CAS): Administration and Summary Output**

NYC FAIR  
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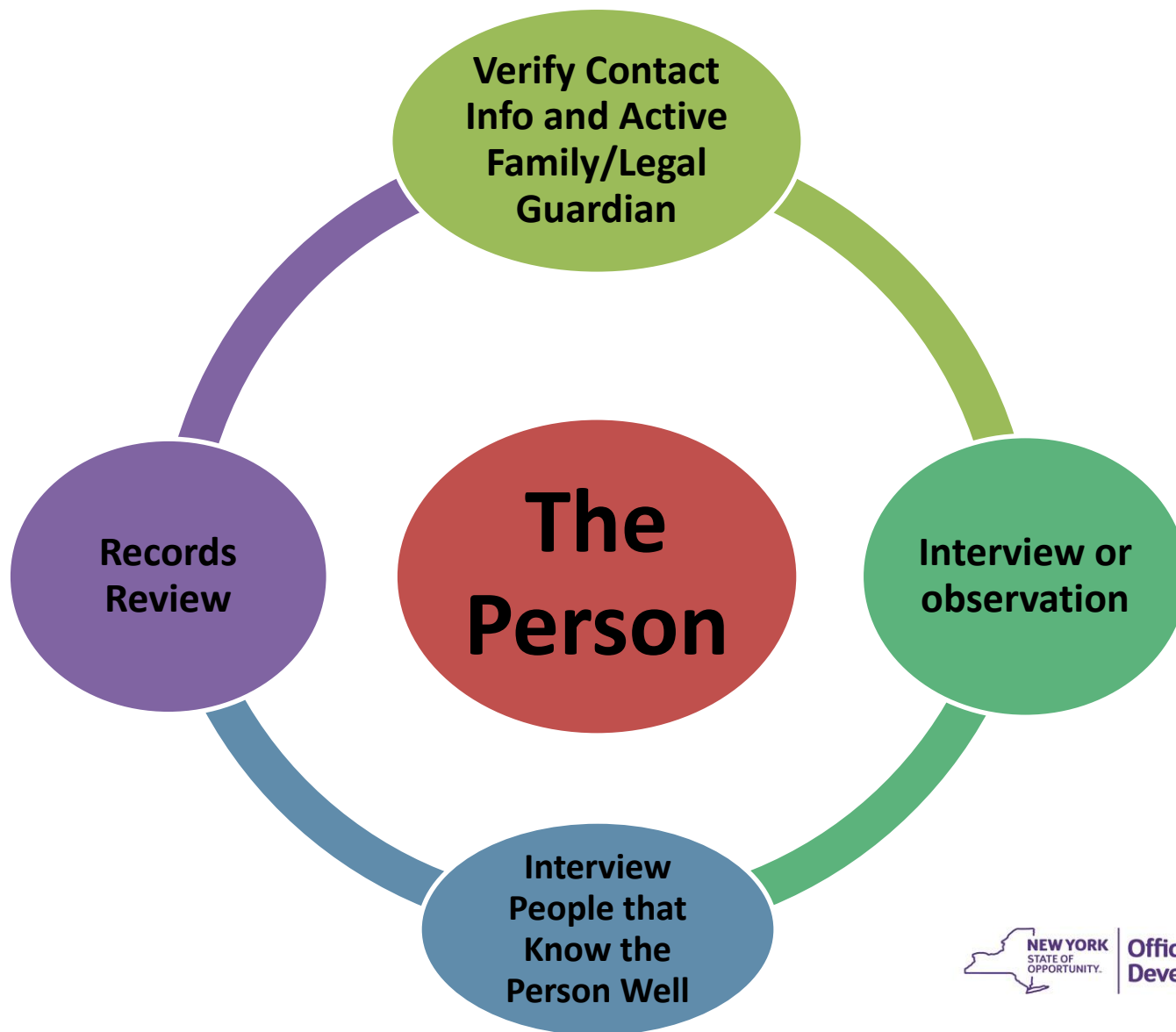
# Collaboration with Stakeholders: Concept Through Implementation



# Frequently Asked Questions

- **Are families part of CAS process?**
  - Absolutely! MSCs let the assessor know about legal guardians/actively involved family members. The assessor mails a background letter to families, the MSC coordinates the family's participation and discusses/shares the CAS summary.
- **Does the CAS only look at what has happened in the last 3 day?**
  - No. The CAS is a comprehensive assessment that is inclusive of a person's history in many areas. History is taken into account (i.e. Seizure may be present but not exhibited in the last 3 days, Physical aggression may also be present but not exhibited in the last 3 days)
- **Is the CAS designed to take away services from people who need them?**
  - No. The CAS is designed to look at the comprehensive needs of a person. The CAS looks at a person's needs in many areas including health, activities of daily living and in areas previously not assessed by OPWDD (i.e. natural support needs, mental health needs).

# CAS Administration Process

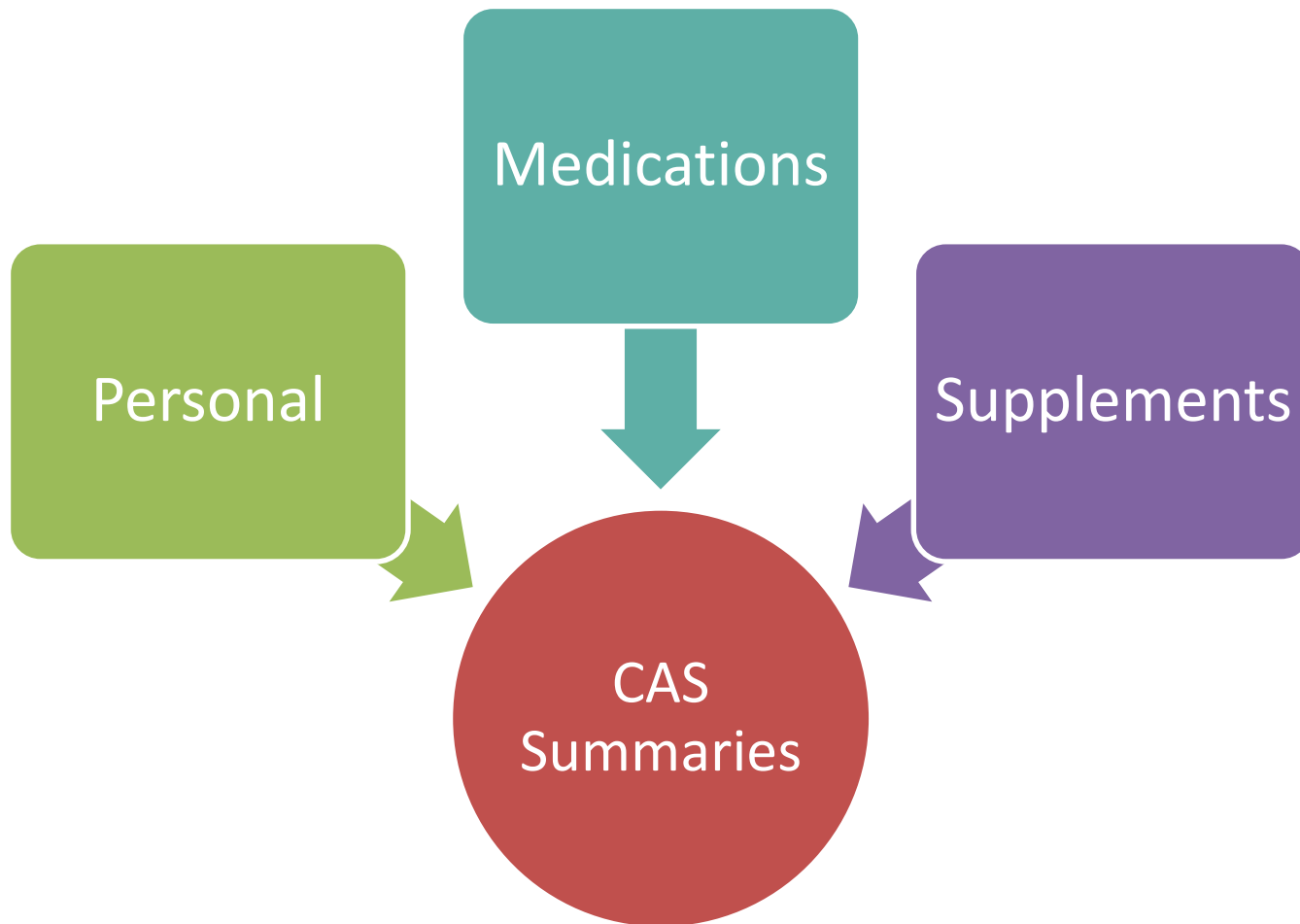


# CAS Domains

- Demographic Information (Includes Person/Family Goals)
- Community and Social Involvement
- Strengths, Relationships and Supports
- Lifestyle
- Environmental
- Communication and Vision
- Cognition
- Health Conditions
- Everyday Activities
- Oral and Nutritional Status
- Mood and Behavior
- Medications
- Supports and Services
- Diagnostic Information



# CAS Summaries



# Collaborative Review Process

## CAS Completion:

Typically 1-3 days  
after the  
interview

## Availability of Summaries:

Typically 24 hours  
after completion

MSC  
Distribution,  
Review , and  
Discussion with  
person/family

Inclusion in the  
Person-  
Centered  
Planning  
Process and  
ISP/Care Plan



# Questions About the CAS Summaries

Review CAS Summaries and Guidance Document



MSC: Document in month note/ISP



After discussion, review and documentation MSC sends questions/comments to OPWDD ar:  
Email

[Coordinated.assessment@opwdd.ny.gov](mailto:Coordinated.assessment@opwdd.ny.gov)



# Process of Addressing CAS Summary Questions

- Training has been, and continues to be provided, to MSCs, families and providers on the process
  - MSC notes in monthly note and ISP/Care Plan
  - MSC emails questions/concerns to:  
[coordinated.assessment@opwdd.ny.gov](mailto:coordinated.assessment@opwdd.ny.gov)
  - OPWDD Central Office reviews each case
    - When warranted, a structured quality review process is initiated that may include:
      - Review of entire CAS
      - Review of documents utilized
      - MSC notes and supporting documents
      - Interviews with family and the person
- Low incidence of concerns being raised to OPWDD about the CAS summaries/administration process (less than 1%)
  - Request that concerns be directed by the MSC to Central Office through the above email
  - Specific details about each concern are necessary in order to best support OPWDD's quality review
    - OPWDD will also request documentation of the MSC/care coordinator's CAS summary review process with the person/family

# Questions?

For additional questions:  
[Coordinated.assessment@opwdd.ny.gov](mailto:Coordinated.assessment@opwdd.ny.gov)

