Coordinated Assessment System (CAS): Administration and Summary Output

NYC FAIR
October 23, 2017
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 days?
  – 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

- Verify Contact Info and Active Family/Legal Guardian
- The Person
- Interview People that Know the Person Well
- Interview or observation
- Records Review
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

- Personal
- Medications
- Supplements

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
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
  - 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