



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Division of Disability and Rehabilitative Services, Bureau of Developmental Disabilities Services
Individuals, Families, Providers, Case Managers, and BDDS Staff
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services
Re: Case Management Visits – Individuals and Families
Date: March 8, 2018

In January 2018, the Bureau of Developmental Disabilities Services (BDDS) adjusted the case management visit schedule and structure. A recorded five minute presentation has been created to assist individuals, families and guardians in understanding the changes related to case management visits and is available on the Division of Disability and Rehabilitative Services [Announcements webpage](#).

The presentation will serve as a resource for individuals to help further explain how the revised home visits and team meetings can provide individuals more flexibility in structuring their time and schedules with case managers.

	Previous Minimum Requirements	Effective January 1, 2018
Quarterly Visits / Face-to-Face Contact	<ul style="list-style-type: none"> • Every 90 Days • One unannounced home visit / year / person 	<ul style="list-style-type: none"> • Every 90 Days • One unannounced home visit / year <u>only for</u> individuals residing in provider owned or controlled settings
Team Meetings (Annual / Non-Annual)	<ul style="list-style-type: none"> • Every 90 Days 	<ul style="list-style-type: none"> • Semi-annually <u>or</u> • When requested by the individual, family, BDDS or other team members

Please note, face-to-face contact and team meeting requirements for individuals with high risk or health needs remain the same.

