

CCS Policy/Procedures  
Update and Revisions of CCS Plan  
DHS 36.07 (1)(e)

Policy Statement: The CCS Plan will be updated and revised as needed to ensure that it accurately identifies the services being provided, any significant changes within the systems of care and any changes or additions to policies and procedures.

Discussion and Procedures:

1. The CCS Administrator is charged with writing and updating policies when needed. S/he will take note of changes that will have to occur in the plan to incorporate a new or changed policy.
2. New or changed policies will be submitted to the Coordination Committee for review and recommendations. The committee will be advised of any resulting changes needed in the CCS Plan due to changed policies.
3. Among the factors that may trigger changes to the plan are Quality Improvement reports, emerging service needs, a request for a change in the plan from an individual, advocate or committee noticing that something different or additional is necessary.
4. The CCS Administrator will approve any change process before it begins. S/he may have to obtain approval of a superior before proceeding, depending on scope and use of resources. The Administrator will discuss any substantial changes to the CCS Plan with state program surveyors before proceeding.
5. The CCS Plan will be reviewed annually at the first meeting of the calendar year by the Coordination Committee. Any updates that are made at that time will be processed according to this policy.
6. Finalized substantial amendments or rewrites of the CCS Plan or policies will be sent to the state program surveyor.