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POLICY TRANSMITTAL NO. 10-42

DATE: JULY 27, 2010

DEVELOPMENTAL DISABILITIES  
SERVICES DIVISION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF INTERGOVERNMENTAL  
RELATIONS AND POLICY

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:100-5-15

EXPLANATION: OAC 340:100-5-15 is being amended to remove the Instructions to Staff to provide clarification for case managers regarding responsibilities for documenting case notes in Client Contact Manager (CCM).

Original signed on 7-27-10

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James M. Nicholson, Director  
Developmental Disabilities Services Division

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Sandra Harrison, Coordinator  
Office of Intergovernmental Relations and  
Policy

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WF # 10-S (NAP)

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## **INSTRUCTIONS FOR FILING MANUAL MATERIAL**

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

### **REMOVE**

340:100-5-15

### **INSERT**

340:100-5-15, 1 page only, revised 7-15-10

**340:100-5-15. Developmental Disabilities Services Division case manager activities**

Revised 5-11-07

Each person receiving Developmental Disabilities Services Division (DDSD) Home and Community Based Services (HCBS) Waivers is assigned a case manager who ensures that individual needs are met through linkage, assessment, brokerage, advocacy, and monitoring activities. The DDSD case manager:

- (1) completes or arranges necessary assessments to identify service recipient needs;
- (2) has overall responsibility for developing and updating the service recipient's Individual Plan (IP), per OAC 340:100-5-50 through 340:100-5-58, and Plan of Care;
- (3) describes service options in sufficient detail to ensure the service recipient, or parent or guardian, as applicable, is able to make an informed choice regarding services;
- (4) assists service recipients in gaining access to needed medical, social, educational, and other services and supports;
- (5) coordinates and monitors services delivered to determine their effectiveness in meeting the service recipient's needs;
- (6) has the authority to implement approved services prescribed in the service recipient's IP and access emergency or crisis services, per OAC 317:40 and OAC 340:100; and
- (7) documents case management services in Client Contact Manager (CCM).