

INITIAL CONTACT/VISIT	TIMEFRAME
Initial Contact (Case Manager [CM] or designee)	Within seven business days of enrollment
Initial on-site visit	Within 12 business days of enrollment
Initial service start-up	Within 30 days of enrollment
CASE FILE UPDATES	TIMEFRAME
Initial Cost Effective Study (CES)	Prior to placement/services
Initial CES, when services are in place at time of enrollment	Within 12 business days of enrollment
CES update	Prior to placement change to Home and Community Based Services (HCBS) and annually for all HCBS members, and when there is a change in the member's condition, authorized services, and or rates
CES when no discharge potential	No updates required, CES will reflect "NONE"
CLIENT ASSESSMENT AND TRACKING SYSTEM (CATS) ENTRIES	TIMEFRAME
CES/CA160	Within 10 business days of date of action
Placement/CA161	Within 10 business days of date of action
Service Plan/CA165 (Tribal ALTCS only)	Within five business days of date of action
REASSESSMENT VISITS <i>(Includes service plan review and signature)</i>	TIMEFRAME
HCBS member	At least every 90 days
Nursing facility member	At least every 180 days

REASSESSMENT VISITS <i>(Includes service plan review and signature)</i>	TIMEFRAME
Acute Care Only members – on-site visit required at least once a year other visits may be conducted via phone contact	<ul style="list-style-type: none"> ▪ At least every 90 days for home-based members ▪ At least every 180 days for members residing in a non-contracted or uncertified institutional setting *
Members with an Intellectual/Developmental Disability (IDD) 12 years or older residing in a group home, unless the member is medically involved or has a SeriousMental Illness/Serious Emotional Disturbance designation (SMI/SED)	<ul style="list-style-type: none"> ▪ At least every 180 days*
Members with a Developmental Disability who are medically involved or have an SMI/SED designation	At least every 90 days
Service Initiation	Within 14 calendar days following the determination that the services are medically necessary and cost effective

*The “Next Review Date” on the CA161/Placement Maintenance screen in Client Assessment Tracking System (CATS) will be calculated at 90 days for these members.