**HOME AND COMMUNITY BASED SCHEDULING TOOL**

This tool is designed to be completed by the ALTCS case manager with the member/ Health care Decision Maker (HCDM) and Person-Centered Service Plan (PCSP) planning team to provide a general understanding of the member’s day to day life to support the determination of when services might be needed and/or provided by other avenues (i.e. school-based care, day programs, etc.). It is not intended to create an inflexible or prescriptive schedule for the member but rather reflect the member’s autonomy and self-determination to direct their everyday lives**.** Therefore, this tool is completed prior to and helps inform the needs assessment conducted by the ALTCS Case Manager using the HCBS Needs Tool (HNT) (AMPM Exhibit 1620-17) which determines the authorized services and hours. **Instructional Note:** ALTCS Case Manager must select the item on the list that best fits what the member does or wants to do during that day and time. The notes section can be used to document items that aren’t already captured in the listing as well as note any services that may be supporting the member’s needs during those days/times.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Members’ Name* |  | *AHCCCS ID Number* |

| **DAY TO DAY SCHEDULE** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TIME** | **SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **NOTES** |
| 12:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 1:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 2:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 3:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 4:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 5:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 6:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 7:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 8:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 9:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 10:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 11:00 AM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 12:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 1:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 2:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 3:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 4:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 5:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 6:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 7:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 8:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 9:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 10:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |
| 11:00 PM | Select One | Select One | Select One | Select One | Select One | Select One | Select One |  |