

Abbreviated Support Coordination Contact Documentation (ASCD) Instructions

The Abbreviated Support Coordination Contact Documentation (ASCD) form is used for interim contacts by Support Coordinators (SCs).

Electronically completing the ASCD form allows the use of drop-down boxes to enter applicable codes. When completing by hand, please refer to the SCD code sheet for the applicable codes.

Each SCD form should be unique to the participant and reflect person-centered planning. Documentation should not be generic, but include new identified information pertinent to the participant's waiver and non-waiver services, including ongoing and follow-up actions regarding delivery and referral of services, if applicable.

For all contacts, the SC will complete the following fields on the SCD form:

- Participant's name;
- Support Coordinator ID;
- Waiver type; and
- Contact type.
 - **Interim** - Any other activity the SC completes on behalf of the participant (i.e. miscellaneous phone calls with the participant/representative (legal or responsible) outside of required contacts, completing calls for resources, mailing POC packets, Critical Incident Report (CIR) Summary etc.). The Interim contact allows documentation of the SC's ongoing work.

Section A: Contact Information

This section identifies contact information for the participant as well as applicable service codes based on the type of contact/monitoring (i.e. Monthly, Quarterly, Annual and Interim).

1. For Interim contacts, the SC will complete the following:

- Date of contact;
- Begin time;
- End time;

NOTE: The SC DOES NOT enter begin and end times if the contact type is in-person. For in-person contacts the SC must use Electronic Visit Verification (EVV) and enter "See EVV record" in the form's time fields.

- Use the applicable service code for:
 - Place of Service;
 - Type of Contact;
 - Service Activity (Maximum of 4 codes); and
 - Service Participants (Maximum of 4 codes).

NOTE: If more than 4 codes are needed, document additional participants in Section B: Comments.

Section B: Comments

This section is to provide any information pertaining to the contact.

Section C: Signatures

The SC **MUST** sign and date the SCD every time the form is used.

The participant, responsible representative or legally responsible representative signatures are not required but encouraged for in-person visits.