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## Planning Meeting Requirements

It is the expectation that DD Waiver Interdisciplinary teams (IDTs) and Medically Fragile Waiver teams meet to discuss and plan for COVID-related needs and changes to service delivery. The same expectation applies for Supports Waiver and Mi Via Waiver participants and their identified supports. Consultants and Community Supports Coordinators, along with any other support the participant chooses, should discuss and make changes and or requests, as appropriate.

For example, teams/supports should develop individual COVID Safe plans for:

- Telehealth (telemedicine or telehealth for HCBS services) needs;
- Accessing desired or needed health care in person;
- Service delivery options while staying at home;
- Personal protective equipment (PPE) needs;
- Access to cloth masks and issues related to wearing masks;
- Budgetary issues;
- Returning to school, work or volunteering;
- Accessing day services, in the home;
- Safe Transportation;
- Remote versus in person monitoring needs;
- Discuss pros, cons for in person visits and risk for exposure; and
- Accessing the most essential services and activities as per the Public Health Order.

IDTs are expected to meet remotely (telephonically or via electronic options) to discuss and plan for activities that can be completed in the home as well as plan for activities that could be completed outside of the home and are in alignment with, and do not violate DDSD's Guidance or the Public Health Order(s) issued by the Department of Health Secretary.

The frequency of meetings will depend on the individual's needs and changing situations. Decisions should be clearly reflected and documented by the case manager, consultant, CSC in meeting minutes and any related service plan revisions. Case Managers and Consultants should start facilitating meetings

now for planning purposes related to COVID-19 changes in service delivery and needs. Subsequent meetings should occur as necessary.

Planning meetings should include the waiver participant, guardians and employer of records, as applicable, MCO Care Coordinators, and team members/support staff.