

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Consumer Related

**POLICY NO:** 05-050

**SUBJECT:** Designation of Health Care Coordinator

**EFFECTIVE DATE:** February 2008

**Policy:**

It is Cottonwood, Inc.'s policy to require that, upon admission and at least annually thereafter, a Health Care Coordinator is designated for each individual receiving licensed Cottonwood, Inc. services. Kansas licensing regulations require that information is shared with all members of the support team so that health care is not compromised and appropriate documentation is maintained. The following procedures serve to define roles and responsibilities of the support team and outline the expectations and limits of Cottonwood, Inc. health oversight services. Cottonwood, Inc. is not a medical facility and does not operate as such. When the consumer/family chooses Cottonwood, Inc. as the Health Care Coordinator, Cottonwood, Inc. fulfills the medical provider's directives. It is the medical professional's responsibility to identify capacity and informed consent issues. Informed consent will be obtained by Cottonwood, Inc. for psychotropic medication as per policy 05-043.

**Procedures:**

1. At the time of admissions and at least annually thereafter a Designated Health Care Coordinator (DHCC) is formally designated by the Consumer or Guardian, if applicable, and the duties and responsibilities explained. The choices are: self; Cottonwood, Inc. if the person receives residential services from Cottonwood, Inc.; another provider organization or agency other than Cottonwood, Inc.; or parent/guardian/personal representative. This decision will be solicited and documented by the Case Manager on the Designated Health Care Coordinator Memo of Understanding.
2. In the circumstance where guardians want significant involvement in health care matters, Cottonwood, Inc. will not serve as DHCC.
3. The primary duties of a DHCC are: schedule all health appointments including dental appointments; provide transportation for the individual to/from the appointment; inform team of all health issues and appointments; provide medication coordination between the physicians and pharmacies and administering staff; maintain and disseminate documentation of all health/dental visits, histories, notes etc.
4. Due to increasing requirements and oversight and the complicated nature of the health needs of our fragile population, it is not feasible to informally "share" the above responsibilities. A DHCC must assume the above responsibilities. However, support and shared information are essential to meet the needs of the individual. It is

understood that for the purpose of treatment, payment or operations health care information can be shared between HIPAA covered entities or providers and as per Cottonwood, Inc.'s privacy notice.

5. As a licensed service provider, Cottonwood, Inc. must receive regular and specific information in order to fulfill Cottonwood, Inc.'s responsibilities and provide good care. This policy serves as notice to all service participants participating in all licensed programs that in those instances where Cottonwood, Inc. does not serve as the DHCC, the DHCC must provide the following information (some items are individualized and may not be applicable) or risk service disruption or termination: documentation of a complete physical and list of Standing Orders every two years; documentation of all dental, psychiatric and other health related appointments; updates on health status, diagnoses, prognoses, chronic and acute illnesses, listing of current medications, proof of guardianship/durable power of attorney for health care decisions; "Do not Resuscitate" orders, special diets; medical equipment needs; allergies and emergency medical release.