




Here is today's tip devised by the Tufts Health Plan SCO Care Management team. Please let me know if you have any questions.

Individualized Plans of Care (IPC) are to be created for all new Tufts Health Plan SCO enrollees within **40 days from date of enrollment**.

Steps for creating an IPC:

1. In CTD from the member's file, click the plus  menu, go to **Work**, then to **IPC**.



2. Please verify that all appropriate services are listed in the IPC, including services on Prior Auth, e.g., PERS, Transportation, etc.

Click the **Edit this document** button to edit the document as needed and to change "Units" to the appropriate "minutes/hours" equivalent for each of the services.

IPC for [Name]

Case: [Name]

Author: WIMBUSH, DAMIEN - Damien Wimbush

Date and Time: 4/29/2014 1:55 PM

Status: Reviewing

Reviewed and Approved by PCP: [Name]

Date Sent: [Date]


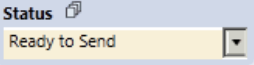

Buttons: Edit this document, Email this document, Print this document

Dear [Name]

As you will see below, we have included information about the service plan that is part of your Individualized Plan of Care. This service plan is developed based on information collected by your Primary Care Physician (PCP), myself, and other members of your Primary Care Team, in addition to you and/or your caregiver. The service plan is tailored specifically for you and is based on your care needs at this time and should reflect what we discussed during our last conversation. This service plan has been reviewed by your Primary Care Physician.

Service	Provider	Frequency	Date Range
Case Management	SCO Primary Care Team	Every 3-6 months and as needed	04/29/2014 - 10/26/2014
Community-based Services - PC Homemaker	HESSCO ELDER SERVICES	56 Units per week	1/1/2014 -
Community-based Services - Personal Emergency Response System (Monthly)	HESSCO ELDER SERVICES	1 Units per month	1/1/2014 - 12/31/2014
Community-based Services - Home	HESSCO ELDER SERVICES	4 Units	1/1/2014 -

Reset to 100% | 90%

3. Once editing of the IPC is complete, change Status from  to  and click then the **Save and Close** button .

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SCO Care Management

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