

Memorandum

Date: July 12, 2007
To: All Developmental Disabilities Case Management Providers and ICF-MR Group Homes
From: Robin Baker Developmental Disabilities Specialist
Re: NC-SNAP Procedures

As indicated in the Durham Center Operations Manual, Case Management and ICF-MR group home providers are responsible for reporting to The Durham Center annual NC-SNAP data for all individuals receiving developmental disabilities services. **Failure to comply in the manner outlined below will result in your agency having to develop a corrective action plan that will be sent to the Durham Center's Corporate Compliance Committee.** For your convenience, procedures for NC-SNAP examiner referrals, as well as completing and submitting NC-SNAP assessments are provided below. Please share this **important information** with all of your agency's certified NC-SNAP examiners, and all other pertinent agency staff.

NC-SNAP Administration:

- ❖ **NC-SNAP assessments are required annually on all active Durham County DD consumers (typically, the NC-SNAP should be done prior to, or in conjunction with, an individual's annual person centered plan),**
- ❖ All NC-SNAP assessments should be completed in accordance with the protocols specified in the *NC-SNAP Examiner's Guide*. An electronic version of this guide can be found at: <http://www.dhhs.state.nc.us/mhddsas/ncsnap/ncsnapprocedural2005guide.pdf>
- ❖ An individual's Support Broker has primary responsibility for completing the NC-SNAP,
- ❖ Additionally, an updated NC-SNAP assessment is required whenever there is a *significant change* in the individual's need profile,

NC-SNAP Examiner Certification Training

- ❖ NC-SNAP assessments can only be completed by certified NC-SNAP examiners,
- ❖ NC-SNAP examiner certification is only available to professional staff who are responsible for completing the NC-SNAP assessment (typically, paraprofessionals should not be referred for NC-SNAP examiner training),
- ❖ Requests for NC-SNAP examiner training should be forwarded to Robin Baker, via email at rbaker@co.durham.nc.us on the official NC-SNAP registration form (email Robin for a copy of the registration form),
- ❖ Please note that the state's training sites will not accept requests for NC-SNAP certification training directly from provider agencies.

Completed NC-SNAP Assessments:

- ❖ All non-CAP-MRDD NC-SNAP assessments must be forwarded to Tammy Pryor for keying into the LME's NC-SNAP database and transmittal to the state,
- ❖ Mail original NC-SNAP assessments to the attention of Tammy Pryor at the address listed at the bottom of this memorandum (a copy of the assessment should be made and retained for your records),
- ❖ **NC SNAP assessments for individuals receiving CAP-MRDD supports should be forwarded to both The Durham Center and Value Options.**
- ❖ Ensure that all NC-SNAP assessments are accompanied by a Summary Report & Supplemental Information sheet. These forms can be found on the division website at the following address: <http://www.dhhs.state.nc.us/mhddsas/ncsnap/assessmentforms.htm> (this sheet can be independently reproduced by your agency).



- ❖ **Submit all NC-SNAP assessments by the 15th day of the following month that the assessment was due.**
- ❖ Use only black or blue ink to complete the NC-SNAP assessment.
- ❖ Please ensure that all required information is completed (the only optional data fields on the assessment form are: Middle Initial, Phone Number, and Case Number (if the individual has not been assigned one at the time of completion). **ALL OTHER FIELDS MUST BE COMPLETED**).
- ❖ NC-SNAP assessments will be returned to the agency for corrections if the examiner's certification number is incorrect or required data is missing or illegible.

Blank NC-SNAP Assessment Forms: To request blank NC-SNAP forms contact Robin Baker (an original NC-SNAP assessment form must be used for all NC-SNAP assessments),

- ❖ Please initial and date any corrections made to the NC-SNAP assessment (when making correction, a new form **should not** be used unless the assessment is illegible due to numerous corrections),
- ❖ NC-SNAP form usage is monitored against the number of assessment returned to the LME, so please track and use forms wisely.

When completing NC-SNAP assessments, please ensure that the individual's service status is accurately recorded. For your convenience, a list of service code definitions is provided below:

SNAP Form	NC-SNAP Database Description	Definition
First Contact	FCN: None - Service Determination Pending	Use only for consumers who are in the screening process who have not yet been placed in any services. Once placed in service, an updated snap should be administered and the DD support code updated to reflect the new status (this code is typically only used by LME staff)
In Service	INS: In Service	Use for all consumers receiving services including case management
Waiting List (no services)	WLN: None - Needed Services not Available	Use for consumers who are waiting for services that are not available (i.e., not receiving any services)
Waiting List (insufficient services)	SWL: In Service - More Services Requested	Use for all clients who are in service, but waiting for additional services (e.g., a client who is in a day program, but waiting for CAP services)

For additional information about the NC-SNAP, visit the state's NC-SNAP website at:

<http://www.dhhs.state.nc.us/mhddsas/ncsnap/index.htm>