



## Health and Human Services

**Operational Policy Title:** Short-Term Care Coordinating

**Division:** Aging & Disability Resource Center (ADRC)

**Effective Date:** 8/1/08

**State Approval Date:** 8/29/08

**Updated:** 7/22/08

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### I. Purpose:

It is the policy of the ADRC of St. Croix County to provide short-term care coordination to assist individuals and their families in arranging for services, to the extent financial and personnel resources permit. Short-term care coordination will be provided in conjunction with information and assistance, options counseling, and/or functional screening services provided by the ADRC and may include coordination with Adult Protective Services (APS) and other services/systems outside of the ADRC. Short-term care coordination is defined as “brief services” and is limited to 60 days or less. Short-term care coordination will not be routinely promoted or offered as an ADRC service.

### II. Definition:

#### A. Short-term Services are:

1. an outgrowth of information and assistance activities
2. activities beyond referral, assistance and follow up
3. cases where staff are directly involved in setting up one or more services and activities include some care planning and initial goal setting
4. short-term cases (30 to 60 days)
5. cases where ADRC staff must track the case disposition
6. cases that require several contacts
7. cases where the person is not eligible, or refuses to apply, for Family Care but ADRC staff are providing some short-term intervention

**III. Procedure:**

- A. When ADRC staff identify an individual who may need short-term care coordination, the individual's circumstances must be discussed with the ADRC Manager or designee prior to offering or beginning care coordination for the customer.
- B. The purpose and time limitations of short-term care coordination must be explained to potential consumers.
- C. Short-term care coordination will be monitored closely and if it may continue longer than 60 days, ADRC staff will bring the consumer to the attention of the ADRC Manager or designee.
- D. Potential and current short-term care coordination cases will be reviewed by ADRC Manager and determination to provide the services will be made based on the consumers' needs and options.

**Approved by:**

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Fred Johnson, HHS Director

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Date

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Brad Beckman, ADRC Manager

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Date