



Skilled Nursing Facility (SNF) County Case Manager (CCM) Checklist

New Enrollment

- ☐ Assign CCM within 10 days
- ☐ Mail Initial Notification Letter within 10 days
- ☐ Open SNF Assessment Tool

Initial Assessment

- ☐ Face-to-face SNF Assessment Tool
- ☐ Review Minimum Data Set (MDS)
- ☐ Review facility plan of care
- ☐ Review POLST/Health Care Directive
- ☐ Establish follow-up frequency, at minimum, every 6 months
- ☐ Complete SNF Assessment Tool within 30 days of enrollment

Ongoing Monitoring

- ☐ Attend care conferences
- ☐ Document participation in the SNF Assessment Tool
- ☐ Update SNF Assessment Tool with any changes

Annual Review

- ☐ Complete reassessment
- ☐ Review preventive care dates
- ☐ Review POLST/Health Care Directive

Refused Members

- ☐ Document refusal in SNF Assessment Tool
- ☐ Complete assessment using available information from SNF
- ☐ Annual outreach to member to see if they would like to participate in the completion of their SNF Assessment Tool

Transition of Care

- ☐ Coordinate discharge
- ☐ Assess need for Elderly Waiver (EW)/Community First Supports and Services (CFSS)
- ☐ Update care plan withing 3 days of transition