

Service Plan - Change of Status (CoS) Form

Instructions



If a significant change of status takes place within a WyHS eligible participant's service plan year, please use the CoS form to make any changes to the eligible participant's contact information, services, or fee for services that may be needed.

1. Complete the 'Date' for the date you are completing the form with the eligible participant.
2. Complete the 'Eligible participant Name, Address, City, Zip Code, and Phone Number' regardless of if this information has changed, so as to identify who the eligible participant is for your A&D person and charting.
3. Complete the 'Emergency Contact, Emergency Phone, and Emergency Address' only if it has changed.
4. Complete the 'Services' section, only if a eligible participant's services are changing. List all services the eligible participant will be receiving, not just the service you are adding or changing.
5. Complete the 'Fee for Services' section, only if a eligible participant's agreed upon amount is changing.
6. Complete the CoS form with the eligible participant and have the eligible participant and ACC sign in agreement to the changes.
7. 'Copy to Eligible participant' shall be checked off once a copy is made and mailed or given to the eligible participant.
8. 'Original to Eligible participant File' shall be checked off once the original is put into the eligible participant chart.
9. 'Copy to A&D Personnel' shall be checked off once a copy is made and provided to the A&D personnel. The A&D personnel are unable to input the information into the A&D database unless they are given their own copy of the CoS form.
10. If verbal permission for change of status is received, check box to indicate this. The ACC shall then sign and date. The ACC may start the change the day verbal permission is received, but must visit the eligible participant in person to obtain signature within 14 days.