

## HOME AND COMMUNITY BASED SERVICES SCHEDULING TOOL

This tool is designed to be completed by the ALTCS case manager with the member/ Health care Decision Maker (HCDM) and Person-Centered Service Plan (PCSP) planning team to provide a high-level overview of the members' schedule to support the determination of when services might be needed and/or provided by other avenues (i.e. school-based care, day programs, etc.). This tool is not meant to create an inflexible or prescriptive schedule for the member. **Instructional Note:** Case Managers can use the notes section to document scheduling options (*choose from drop-down menu options*) that aren't already captured in the listing as well as note any services that are supporting the person during various times throughout the day.

Members' Name

AHCCCS ID Number

DOCUMENT TYPICAL SCHEDULE								
TIME	SUN	MON	TUE	WED	THU	FRI	SAT	NOTES
12:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
1:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
2:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
3:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
4:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
5:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	

DOCUMENT TYPICAL SCHEDULE								
TIME	SUN	MON	TUE	WED	THU	FRI	SAT	NOTES
6:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
7:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
8:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
9:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
10:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
11:00 AM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
12:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
1:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
2:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
3:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
4:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	

DOCUMENT TYPICAL SCHEDULE								
TIME	SUN	MON	TUE	WED	THU	FRI	SAT	NOTES
5:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
6:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
7:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
8:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
9:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
10:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	
11:00 PM	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	Schedule Option	