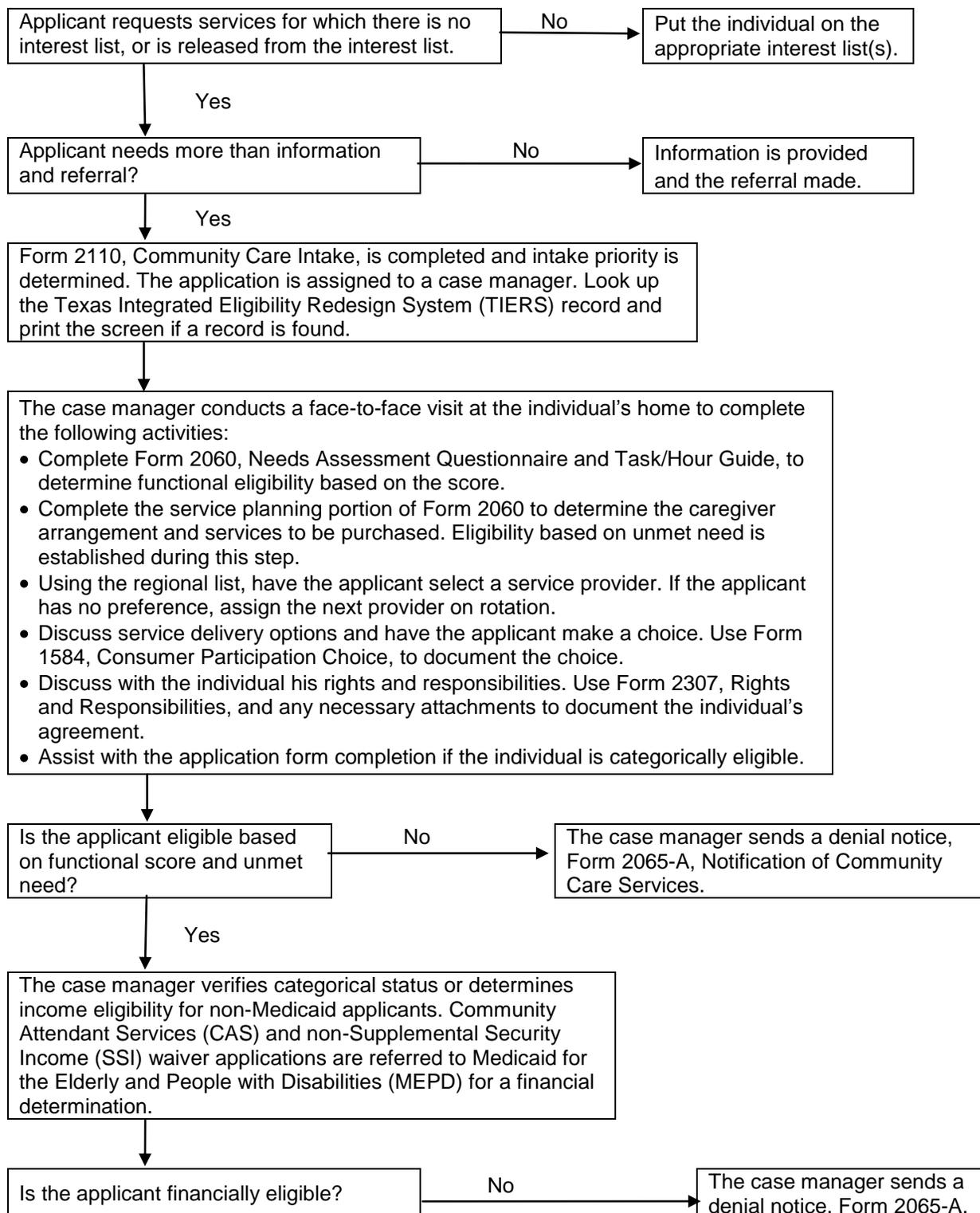
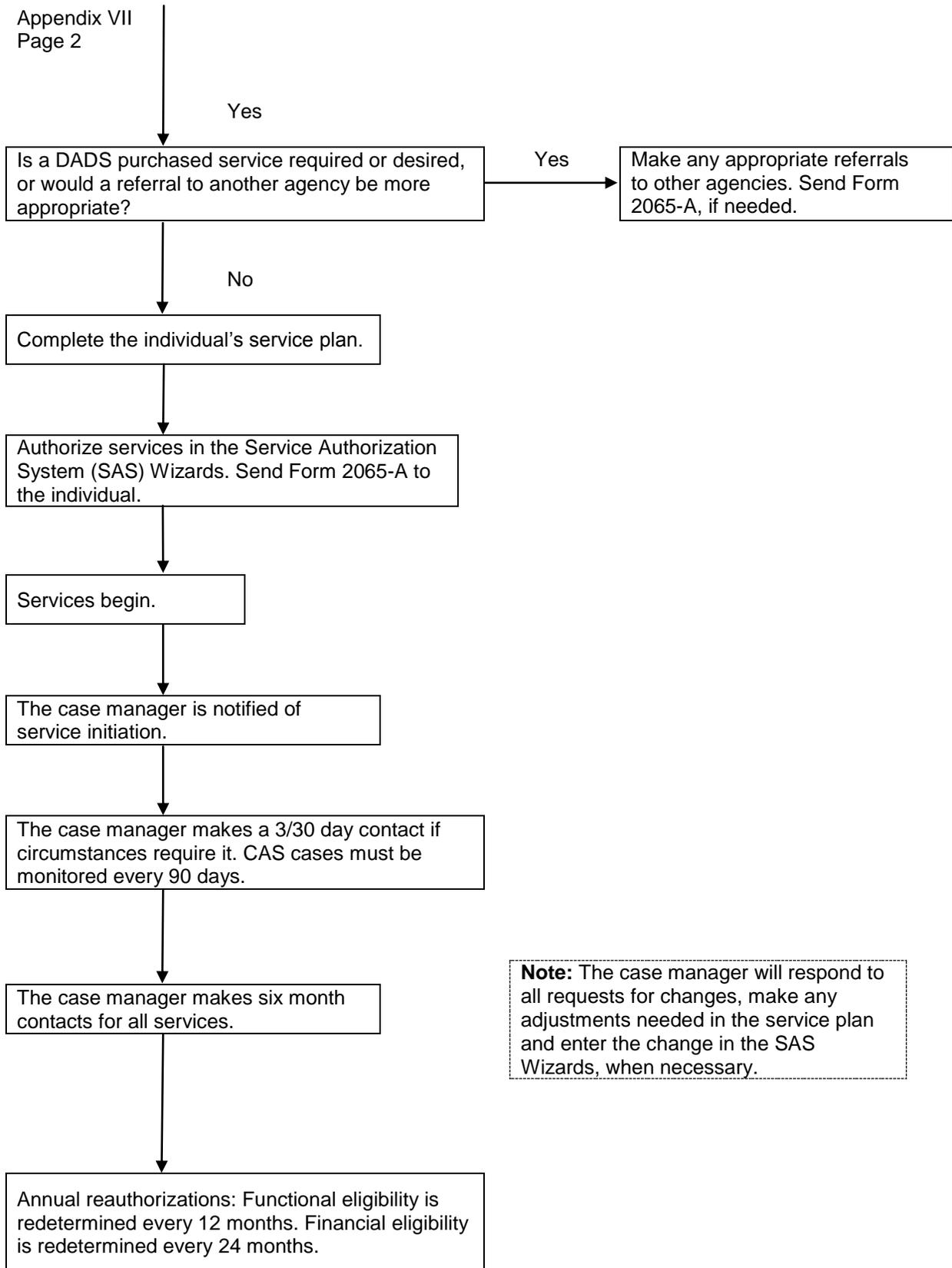
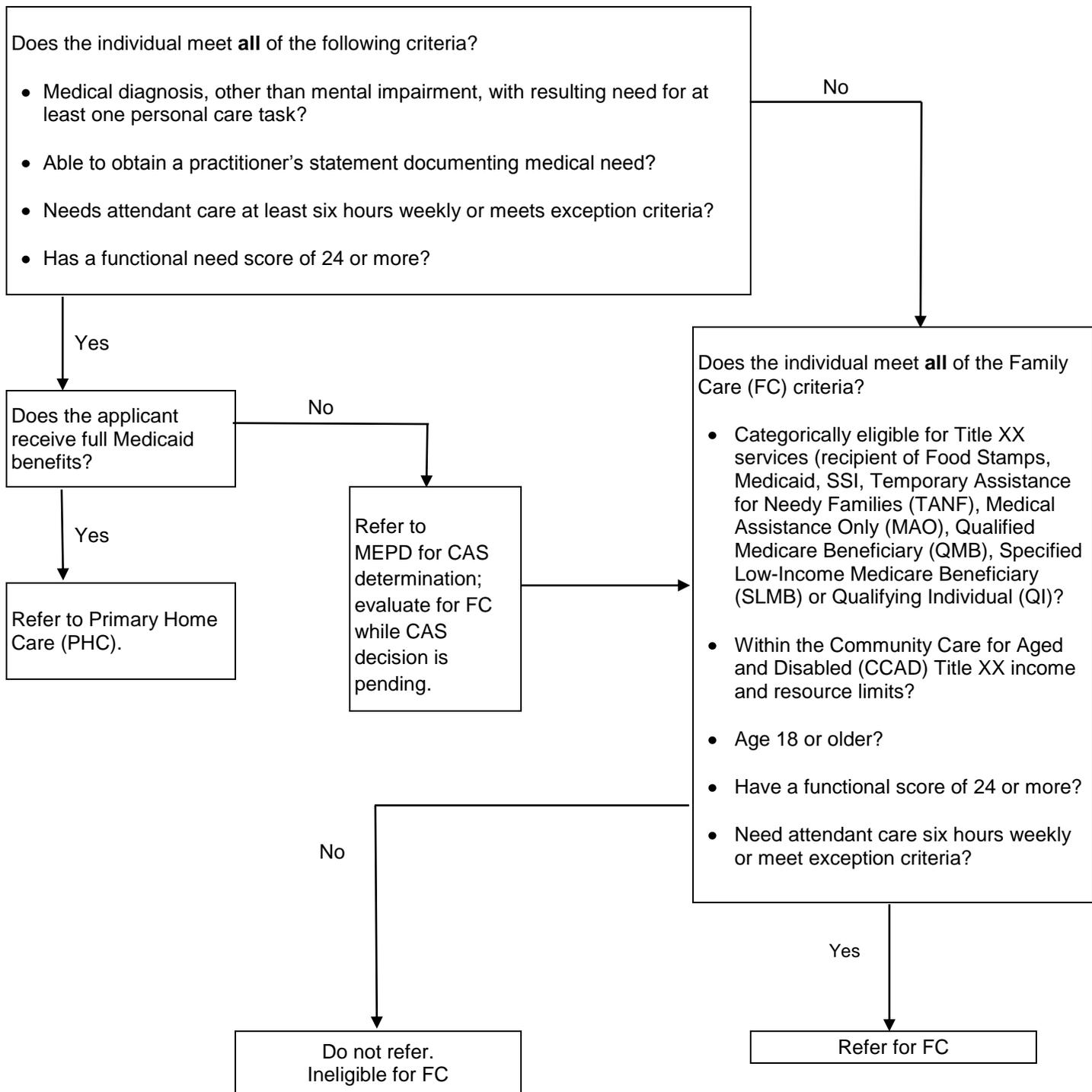


**General Casework Procedures**

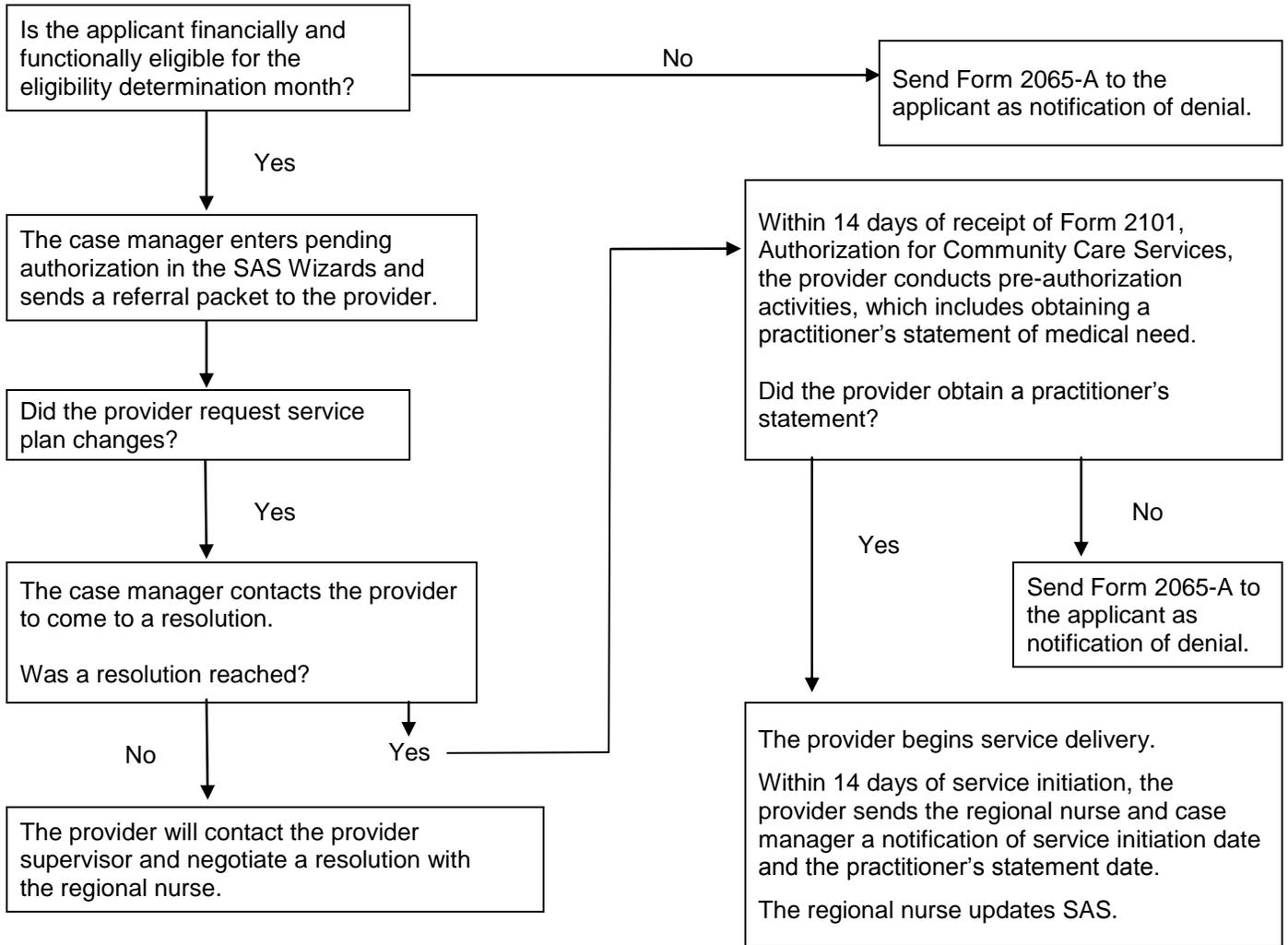




**Casework Procedures Specific to Personal Attendant Services  
and Deciding Which Service Is Appropriate**



**Casework Procedures Specific to Personal Attendant Services –  
Authorization Procedures for Community Attendant Services**



**Ongoing CAS Casework Requirements**

**CAS Monitoring Requirements:**  
The case manager must make a face-to-face home visit to the CAS individual at least every 90 days. The visit must be in the individual's home, even if the individual is receiving an out-of-home service, such as Day Activities and Health Services.

**Annual Reauthorizations and Changes:**  
The case manager runs the SAS Wizard and sets the authorization status to "Pending," if there are no changes. If there are changes with an annual authorization, the service authorization is set to "Pending" and the case action will be processed like an initial authorization referral.

**Termination:**  
The case manager processes the SAS Wizard and sets the authorization status to "Terminate." The regional nurse is not involved.

**Casework Procedures Specific to Adult Foster Care (AFC)**

