

Chapter 5 : OhioKAN Service Delivery

After the Check-In

Ensure all documentation, including the Support Plan, is completed and saved in a secure HIPPA compliant location. All documentation is updated within two working days of the check-in. If revisions were made to the Support Plan, indicate the revision date on the Support Plan and share the revised Support Plan with the OhioKAN caregiver or parent within two working days by phone, electronically, or hard copy. Notes added to the Support Plan during the check-in do not constitute revisions. Be sure to document if a service gap was discovered or information needs to be added to the resource data system. Revisions are defined as substantive changes to the Support Plan, such as adding, removing, or editing the following elements: individuals involved, action steps, needs, referrals.