

In a Nutshell 2015

Decision Consultation Form (DCF) Health related decisions	Use: when Healthcare Decision Maker has health-related concerns, needs more information about health issues or has decided to <i>not</i> follow all or part of health-related order, recommendation or suggestion	
	Source: Orders, Suggestions or Recommendations may come from:	
	<ul style="list-style-type: none"> ▪ PCP, Specialists, healthcare practitioner ▪ Registered or licensed clinicians ▪ Oversight Activities or Entity (e.g. Community Practice Review, DOH review) 	
	Healthcare Decision Maker (individual w/capacity, guardian, surrogate, etc.): Communicates issue in a timely manner; confers with PCP, Specialists, etc. to discuss risk/benefits of a healthcare order, treatment or procedure; can choose to get a second opinion from another medical practitioner, seeks additional information or consultation (see resources below); makes and communicates an informed decision	
	Completing the Decision Consultation Form: Case Manager-is ultimately responsible for DCF process, which may include convening a meeting to address health related issue; CM facilitates resources when needed; CM fills out and completes the Decision Consultation Form re: the informed decision; CM updates the Health and Safety Action Plan page of ISP; CM files and retains Decision Consultation Form – makes copies of DCF for pertinent provider files	
	Decision Consultation Form (DCF)	
	Team Justification Form (TJF) Non-Health related decisions	Use: when IDT or Healthcare Decision Maker has given consideration regarding a non-health related recommendation or suggestion
Source: Suggestion or Recommendations may come from:		
<ul style="list-style-type: none"> ▪ Community Practice Review ▪ Professional or Entity Conducting Evaluation or Review 		
IDT or Individual w/capacity, guardians, etc.): After due consideration of the non- health related recommendation or suggestion, makes a thoughtful determination to: 1) Implement the recommendation; 2) create an action plan and revise the ISP to implement the recommendation , if necessary, OR; 3) not to implement recommendation		
Completing the Team Justification Form: Case Manager-is responsible for TJF process, which includes convening a meeting for due consideration of <i>non- health related</i> issue; IDT makes determination; CM fills out and completes the Team Justification Form (attaching report containing the recommendations to the TJF); CM updates appropriate documents (i.e. ISP); CM files and retains Team Justification Form – makes copies of TJF for pertinent provider files		
Team Justification Form (TJF)		
Resources: Transdisciplinary Evaluation and Support Clinic (TEASC); Continuum of Care (CoC); DDSD Regional Office Nurses; Bureau of Behavioral Supports (BBS); Clinical Services Bureau (CSB)		

For current forms and resources, please refer to the following links:

DDSD- <http://www.archive.nmhealth.org/ddsd/programswaiverandstatefunding/CaseManagement.htm>

DDSD-ACT- <http://www.actnewmexico.org/case-managers.html>

Continuum of Care- http://coc.unm.edu/decision_consultation