

# In a Nutshell 2015

<b>Decision Consultation Form (DCF)</b>  Health related decisions	<b>Use:</b> 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
	<b>Source:</b> <b>Orders, Suggestions or Recommendations may come from:</b>
	<ul style="list-style-type: none"> <li>▪ PCP, Specialists, healthcare practitioner</li> <li>▪ Registered or licensed clinicians</li> <li>▪ Oversight Activities or Entity (e.g. Community Practice Review, DOH review)</li> </ul>
	<b>Healthcare Decision Maker ( individual w/capacity, guardian, surrogate, etc.):</b> 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); <b>makes and communicates an informed decision</b>
	<b>Completing the Decision Consultation Form:</b> 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
<b>Team Justification Form (TJF)</b>  Non-Health related decisions	<b>Use:</b> when IDT or Healthcare Decision Maker has given consideration regarding a non-health related recommendation or suggestion
	<b>Source:</b> <b>Suggestion or Recommendations may come from:</b>
	<ul style="list-style-type: none"> <li>▪ Community Practice Review</li> <li>▪ Professional or Entity Conducting Evaluation or Review</li> </ul>
	<b>IDT or Individual w/capacity, guardians, etc.):</b> After due consideration of the non- health related recommendation or suggestion, <b>makes a thoughtful determination</b> to: 1) Implement the recommendation; 2) create an action plan and revise the ISP to implement the recommendation , if necessary, OR; 3) <b>not</b> to implement recommendation
	<b>Completing the Team Justification Form:</b> 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

**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](http://coc.unm.edu/decision_consultation)