

Person Centered Essential Information Update How-To

If information in the current PCP Essential Information requires updating prior to the completion of the annual, a PCP Essential Information Update Form must be completed and attached to the original PCP Part 1-4 service. The PCP Essential Information Update Form can be located as follows:

- In Credible, on the Home Page, under Links on the left side of the screen, click on Credible How To's
- Under Credible BHS, Forms, choose the PCP Essential Information Update Form.
- This How-To will be located underneath the form.

The PCP Essential Information Update Form will require the following information:

- Individual's Name
- Date of Birth
- Service ID you are updating
- Date of Service Update
- Reason(s) for Update
 - Emergency Contacts/Representation
 - Psychological/Developmental Evaluation
 - Current Level of Functioning Survey
 - Support Coordination and Provider Contacts
 - Communication and Sensory Support
 - Adaptive Equipment, Assistive Technology and Modifications
 - Health, Medications, Physicals
 - Summary of Social/Developmental/Behavioral/Family History
 - Summary of Employment and Educational Background
 - Exceptional Support Needs/Risk Assessment SIS Section IV
 - Ability to Access Services and Supports
 - Legal, Financial and Advocacy Issues
 - Back-up and/or Discharge Plan
 - Other (if this option is chosen, you will be provided a text box to describe the reason)
- Update Information – a text box will be provided for documentation of the updated information

Once the PCP Essential Information Update Form has been completed, save as PDF file to your desktop. The following are steps to save as PDF:

- Choose print
- For your printer, choose either CutePDF Writer and click print (this is not actually going to print to a printer)

- You will then get the 'Save As' box – save the document to your desktop
- In Credible, click on the original service in which you want to attach the PDF file
- Click Attach New in the right corner
- In the Description Box, enter PCP Essential Information Update Form and the date in which you completed the form (PCP Essential Information Update Form_2-17-2014)
- For Select File: click on the Choose File button, choose the file from your desktop and click Open
- Then Click Upload File
- Once you have uploaded the file, make sure it has attached correctly and then delete the document from your desktop.

The PCP Essential Information Update Form should be completed by the current ID Support Coordinator.