



## Understanding the Coordinated Assessment System (CAS)

### What is CAS?

CAS is a **conversational interview** with families and people supported. It is a process used by the New York State Office for People With Developmental Disabilities to:

- Determine a person's strengths and needs
- Help create a personalized care plan
- Decide what supports and services are necessary



### Why is CAS important?

CAS makes sure the person gets the right supports and services.

### How can I help?

- It's crucial that family members and staff attend the meeting
- Information shared must be complete and accurate
- Be prepared to advise about any behavioral and/or emotional support needs.

The results of CAS can affect:

- Future services
- Funding
- Support plans

### How often is CAS done?

Every 2 years, or sooner if there are big changes in the person's life or needs

See reverse for  
more information



## The Interview

### What happens during a CAS assessment?

The assessment involves:

- A conversation with a person receiving services
- Input from people who know them well, such as:
  - » Family members
  - » Support staff
  - » Care Coordinators
- A review of important documents, such as:
  - » Life Plans
  - » Medical records

### What should I share during the assessment?

Be ready to talk about:

- Daily routines and abilities
- Any behavioral or emotional challenges
- Ongoing support needs
- Changes you have noticed

The assessor values input from people who have spent recent time (last 3 days) with the person, but also wants to understand long-term needs.

*The interview is conversational and covers topics about everyday life. During the process, you can request breaks, answer some questions privately or return to questions later.*

## Getting Ready

### How can I prepare?

Before the meeting:

- Make sure the Life Plan is up to date
- Review past assessments
- Check that all medical and support information is correct

Work with your Care Coordinator to:

- Share updates about doctors, medications, and diagnoses
- Schedule the meeting at a time when key people can attend

**Accuracy = Advocacy**

You know yourself or your loved one best! Be honest and specific. The more accurate the info, the better quality of life.

### How do I set up the interview?

You will be contacted by a company called Maximus. You can choose an in-person or virtual Zoom-style meeting.

*Need help? People Inc. is here for you.*

We want every person to receive the right supports to live a full and meaningful life.

**Contact [CAS@people-inc.org](mailto:CAS@people-inc.org)**