

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title: Loretta Lowe, Case Management Super.
	Organizational Unit: DPHHS/DSD/DDP		Organizational Unit: DDP Region III
	Address: HELENA, MT		Address: Billings MT

1. TYPE OF REQUEST: 9 Follow-up to Verbal Request X Written Request

2. STATEMENT OF QUESTION OR ISSUE:

The policy "Screening For Adult Services" concerning The referral must include:

Currently case managers are using the referral checklist form that is in the Case Management Handbook and this checklist corresponded to the Screening draft, however the language in the final draft is different on #3 and #4. It was my understanding that the PSP was going to replace the social history for those individuals who were in services. And that the social history was only needed for individuals who were not in services. The new screening policy states in the referral must include section #3 Social History, (current, complete, accurate) – update needed annually. It was also my understanding that we were trying to reduce Case Managers work load and lessen duplication of information. Does the Social History need to be updated since they have a PSP in place with the most current information? Does the Referral File Checklist need to be updated to reflect the policy. This referral checklist was developed with the help of QIS's.

3. ANSWER The Referral Checklist will need to be up-dated to reflect the current Screening Policy dated May 8, 2009 which states on page 6, section #3 "*The referral must include: (3) Social History (current, complete, accurate) update needed annually.*"

Approved and Issued by: Jeff Sturm
(Program Director)
Date: October 26, 2009

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	<p>Requestor Manual Coordinator Division Files</p>	