**Consumer Name:** Click here to enter text. **DOB:**

**Date of Referral:** Click here to enter a date. **Facilitator:** Choose an item.

**CCS Outreach:**

* Referral Documents given to Facilitator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Open in MyEvolv ­­­­ \_\_\_\_\_
* Phone call to Arrange F2F & Sign ROIs ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* F2F Meeting w/ Consumer to Discuss Program ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Releases of Information (ROIs) ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Psychiatrist Review and Prescription ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Request Medical Records ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Screening Appointment in CCS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meet with Billing: Financial Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Application and Admission to Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Functional Screen Consent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Functional Screen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Authorization for Services Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Informed Consent for Treatment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Client Policies Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Texting Policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Telehealth Consent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Send Email to Records/Billing/Leanna \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Notify of CCS Official Open Date
* Update PPS in MyEvolv ­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Create Face Sheet
* Close Consumer to OPMH if Applicable­­­­ ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Schedule future Dr. D appointments under CCS

**30 Day Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(All paperwork to be completed 30 days from Application Date)***

* CCS Assessment/Summary ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CCS Recovery Plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Hold First Team Meeting and Invite MHP
* TARP Notes (send to contracted providers if needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* E-mail correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Contracted Providers: new/updated Recovery Plan and TARP Note (if needed)
	+ Lead Facilitator: new goal and completion date for tracking.