

CCS Policy/Procedures
Application Process
DHS 36.13(1)

Policy Statement: The CCS will provide criteria and mechanisms for admission, so that access to CCS is equally available to all and the process is understandable to those who wish to apply or refer to CCS services.

Discussion and Procedures:

1. A person seeking services, and/or a parent/guardian when applicable, will complete a referral for CCS services on his/her own, with the assistance of a referral agent, or with help from CCS staff if it is requested.
2. CCS Intake Staff facilitating the referral process will provide the person seeking services, and/or parent/guardian, with information about the nature and purpose of CCS and explain the client's role and responsibility in recovery plan development.
3. If, after being informed about the CCS program the client wants to proceed with the application process, the CCS Intake Staff will determine eligibility for services, based on criteria described in the "Determination of Need for Psychosocial Rehabilitation Services" policy, and will complete the state functional screen that determines functional eligibility for CCS.
4. If the prospective client is determined eligible for CCS services via the functional screen and does not have a physician prescription for CCS services, the CCS Intake Staff will assist the prospective client with obtaining the required physician's prescription for CCS services.
5. Pending determination of eligibility, CCS Intake Staff, in concert with the applicant and parent/guardian when applicable, will identify any immediate needs of the applicant. However, he/she may be provided psychosocial rehabilitation services and supportive activities only after:
 - a. a mental health or substance use disorder professional has authorized services
 - b. assessment of initial needs and the authorization for services are documented
 - c. the admission agreement is signed by the applicant and/or parent/guardian when applicable
6. The Mental Health Professional or Substance Use Disorder Professional will complete a Determination of Need Statement that indicates eligibility/ineligibility for CCS services. A copy of the statement will be provided to the applicant.

7. CCS will ensure that no client is denied any benefits or services or is subjected to discrimination on the basis of age, race, religion, color, sexual orientation, marital status, arrest or conviction record, ancestry, creed, national origin, disability, gender or physical condition.

5.1.14, 8.22.14, 4.6.15
Rev. 4.23.15