

REQUEST FOR CLARIFICATION/INTERPRETATION

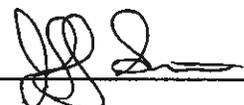
TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title: Dain Christianson
	Organizational Unit: DDP Program Support Bureau Chief		Organizational Unit: Region I, Regional Manager
	Address: 111 Sanders, Helena, Mt		Address: Glasgow, Montana

1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request: _____ Written Request

2. STATEMENT OF QUESTION OR ISSUE: Currently People who are screened into service remain active on the waiting list which results in people being considered for services for which they no longer want or need. How can this be corrected?

ANSWER: Case Managers must completely close individuals from the waiting list who get screened into services immediately upon the individual's acceptance of that service. Case Managers must send a WaitList/Entry Change Form (by file transfer or THERAP) to the Quality Improvement Specialist and the Regional AA. The form needs to contain the individuals identifying information with "Close all Waiting" marked at the top and the explanation "screened into DD Vacancy". If the individual wishes to wait for some other service, a new referral up-date will be necessary and a new WaitList/Entry Change Form which includes the new services the individual needs must be submitted.

References


 Approved and Issued by: _____
 Date: 10-1-10

STATE USE ONLY	4: DISTRIBUTION: One Copy: _____ One Copy: _____ One Copy: _____ Additional Copies: <input type="checkbox"/> _____ <div style="text-align: right; margin-top: 10px;">Requestor Manual Coordinator Division Files</div>	5: FOLLOW-UP: <input type="checkbox"/> To be issued as Bulletin to: _____ <div style="text-align: right; margin-left: 100px;">(Division Administrator)</div> Manual. Expected Date of Issuance: _____ <input type="checkbox"/> A.R.M. Change <input type="checkbox"/> State Plan Change
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