

	<b>Addictive and Mental Disorders Division</b> Severe and Disabling Mental Illness, Home and Community Based Services Waiver Manual
	<b>Date effective:</b> July 1, 2020  <b>Date revised:</b>
<b>Policy Number:</b> <i>SDMI HCBS 400</i>	<b>Subject:</b> New Member Intake

### **Intake Process Requirements**

- (1) The case management team (CMT) must initiate contact with the member within five working days of receipt of a formal referral to:
  - (a) review the Bill of Rights with the member;
  - (b) confirm the member wants to participate in the SDMI HCBS waiver;
  - (c) schedule an onsite visit to initiate the intake process, which must be within 30 days of the initial contact;
  - (d) enter the member into the care management system, the case record for each new member must begin with a summary of the initial contact, and include who made the referral, the date the referral was received, the date and name of the team member making the initial contact, who was contacted and how the initial contact was made (i.e., telephone, office visit, home visit, etc); and
  - (e) initiate Medicaid eligibility for the waiver by completing the MA-55 form and submitting it to the Office of Public Assistance.
  
- (2) At the initial onsite visit, the CMT works with the member to:
  - (a) complete an initial/interim Person-Centered Recovery Plan (PCRP); and
  - (b) initiate the Psycho-Social/Strengths Assessment.