

Assessment Recommendation

Once the recommendation from the assessment has been made now what do you do?
Depending on your recommendation will determine what you need to do.

No Treatment Recommended:

The assessment letter will be sent out to referral source or to client (see section C.8 of the manual.) If none, place a note in the paper file that none is being sent out. Close ISMART file (see section C.7 of your manual), and send paper file to supervisor.

Once the Director/Supervisor has reviewed the file and determined that the file is appropriate to be sent to the file room a Misc. Note will be posted into ISmart stating that the file has been sent to file room. Summary field will be labeled "Sending File". This information can also be included in the File Review Misc. Note.

Orientation Group:

There are two facilities that hold the Orientation Groups, one at Main office and one at East office. Once the client has been scheduled for the Orientation group you would send the paper file to your Director.

Treatment Recommended:

Enter in the Admit Info Misc. Note. See Section F.4 for more information on this note.

Make sure the appropriate diagnosis codes were entered in the ISmart Diagnosis screen. Magellan and other companies will not pay for assessments or services for the client without a diagnosis code. If clients do not meet any of the diagnosis for substance abuse we should not be seeing the client.

Director/Supervisor will send an email to the receiving component Director/Supervisor and/or Counselor (which ever is appropriate) letting them know that a file is assigned to them and that the paper file will be coming. This email will then be copied and pasted into a Misc. Note in ISmart; Summary field of Misc. Note will be labeled "Sending File."