Intake Process –

Email From CM…Respond and get CSP/CSSP and MN Choices Assessment

CSSPA - Coordinated Service Support Plan Addendum (Intake & 45Day)

SMA - Self-Management Assessment (Intake & 45Day)

IAPP - Individual Abuse Prevention Plan (Intake & 45Day)

PR - Progress Report (After 45Day)

Other Signature Pages (Intake & Annually ONLY)

Go to Intake Meeting and go through documents with them and get it signed

If CM is not present, send paperwork and make sure to get signatures back

Receive Service Agreement Letter (SAL) and ONLY then should you start services with client

CSSP/ MN Choice Assessment