**CHECKLIST for Treatment Providers, CSO’s, and ISO’s**

KCCS would like to provide an educational checklist to help with your process and documentations for BOTH Pre-sentence and Post-sentence.

**Treatment Providers:**

**PRE-Sentence:**

* **Upon referral from the CSO/ISO- please ask:** 
  + Has the SASSI been administered **over the course of the offender’s LIFETIME**? - if YES, **HIGH** or **LOW** probability?
    - If the score is **LOW**- no need to administer a specific SB123 Assessment with associated paperwork, as they are not eligible for SB123 funding.
    - If YES (**HIGH** Score)- a copy of the entire SASSI is required from them for the clients file per KDADS standards. KSSC only requires the scoring cover sheet to be submitted along with other required documents to Carelon pre-sentence segment for review and processing.
    - If YES, (**HIGH** score)- proceed to complete the SB 123 Assessment.
    - ROI’s, Full SASSI screening (if they administered it), with signatures from all stakeholders.  Note: Reciprocal ROI’s should be maintained in offenders file.
  + Ask the CSO/ISO if they have completed and submitted the eligibility form, also known by Carelon as the “Respondent Form”. If the CSO/ISO doesn’t have the link for this eligibility form, have them email KSSC [SB123payments@ks.gov](mailto:SB123payments@ks.gov) to obtain it with the subject line…*respondent form link needed*
  + CPA’s:
    - CPA needs to be dated and signed (actual signatures) **by both partners PRIOR** to the pre-sentence assessment being conducted.
    - CPA must include the insurance information found on page 3 with signatures.
    - CPA (Top Header boxes) **ONLY FILL OUT-** Sentencing Date (if not known enter TBD), KBI#, Court Case# and Athena# (if known).
    - Agreement date is the date of the referral- which is before the assessment date.
  + Assessment Summary Form:
    - Please complete in its entirety with FULL signatures (including credentials).
    - ALL modalities checked for “Initial” and “Anticipated” recommendations must be reflected in the Assessment Narrative Report.
    - If **LOW** probability is checked, “**NONE**” should be checked under recommendations. In the Assessment Narrative Report, you may still recommend treatment services, however it must be noted that the client does not qualify for the SB123 Program and Funding.
    - Mental Health boxes need to be marked.
  + CPA’s, SASSI IV cover sheet, Assessment Summary Form and the Assessment Narrative Report and adherence to the above process is crucial and necessary. Completed information with ALL associated documents, needs to be submitted in the Carelon Provider Connect system for you as a provider to be able to get reimbursed for your services. (This submission is considered a “Pre-Sentence segment” within Provider Connect).

**POST-Sentence:**

* **At the time of referral, ask the following questions of the referring ISO:**
  + Has there already been an assessment done?
  + Does the offender have another active SB123 case? (Have the ISO contact KSSC to inform them of 2 cases)
  + Is the Soc. Sec. # on the general tab in ATHENA?
  + Is the KBI number in ATHENA?
  + Compare all offender’s data with the ISO (DOB, Soc. Security and KBI#).  All but the Soc. Security # can be found on the CPA.
  + For all initial communication with the referring ISO, we would suggest that the above questions are asked / verified to hopefully minimize the difficulties in Provider Connect due to missing or incorrect information in ATHENA.
  + Complete the SASSI IV Screening instrument **over the course of the offender’s LIFETIME.**
  + If the score is **LOW**- no need to administer a specific SB123 Assessment with associated paperwork, as they are not eligible for SB123 funding.
    - If YES, (**HIGH** Score)- a copy of the entire SASSI is required from them for the clients file per KDADS standards. KSSC only requires the scoring cover sheet to be submitted along with other required documents to Carelon for payment.
    - If YES, (**HIGH** score)- proceed to complete the SB 123 Assessment.
  + CPA’s:
    - CPA needs to be dated and signed (actual signatures) **by both partners**.
    - CPA must include the **insurance information found on page 3 with signatures.**
    - CPA (Top Header boxes): Sentencing Date, Treatment Start date (is the actual day of treatment-**NOT THE ASSESSMENT DATE**- unless the offender starts the same day), KBI#, Court Case# and Athena#.
    - Agreement date is the date of the referral- which is before the assessment date.
    - ROI’s may be needed to obtain a pre-sentence assessment from the provider that conducted the assessment. Upon receipt of the previous assessment, conduct a clinical update during an individual session for ongoing treatment recommendations.
  + Assessment Summary Form (only use if an assessment is conducted):
    - Please complete in its entirety with FULL signatures (including credentials).
    - ALL modalities checked for “Initial” and “Anticipated” recommendations must be reflected in the Assessment Narrative Report.
    - If **LOW** probability is checked, “**NONE**” should be checked under recommendations. In the Assessment Narrative Report, you may still recommend treatment services, however it must be noted that the client does not qualify for the SB123 Program and Funding.
    - Mental Health boxes need to be marked.
  + CPA’s, SASSI IV cover sheet, Assessment Summary Form and the Assessment Narrative Report and adherence to the above process is crucial and necessary. Completed information with ALL associated documents, needs to be submitted in the Carelon Provider Connect system for you as a provider to be able to get reimbursed for your services.

**PLEASE USE UPDATED FORMS**- these can be found on [KSSC website](https://sentencing.ks.gov/sb-123/sb-123-forms).

\*\* If the staff is communicating by email with an ISO or CSO always have them Cc: [sb123payments@ks.gov](mailto:sb123payments@ks.gov) and [Gwyn.S.Harvey@ks.gov](mailto:Gwyn.S.Harvey@ks.gov) so we can be aware of various difficulties.

***Please feel free to print these instructions for your staff who have interactions / job duties related to SB123.***

Reach out to us with any questions or concerns.

**Thank you -**

**SB123 Team**

Trish Beck & Gwyn Harvey