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Milwaukee County Behavioral Health Division	Date Revised	Subject:	
Community Services Branch		Application and Screening Process	

## 1. POLICY:

Per DHS 36.07 (5) (k) any individual referred to the CCS program shall complete an application to be screened for eligibility and appropriateness. Once determined eligible, the individual will be welcomed to participate in CCS. No individual shall be denied eligibility or subjected to discrimination on the basis of age, race or ethnicity, religion, color, sexual orientation, marital status, arrest or conviction record, ancestry, national origin, disability, gender, or physical condition.

## 2. PROCEDURE

- A. An individual, who is referred to CCS, is contacted by an Administrative/Care Coordinator who would then meet with the individual to discuss CCS and if the individual is interested they will complete the application. This would then begin the admission process.
- B. The individual participates in a formal eligibility determination consisting of an interview, signed consent to obtain collateral information and additional health care provider/medical records.
- C. The necessary information is entered into the *MH/AODA* or *CLTS Functional Screen* for determination of functional eligibility.
- D. Eligibility for CCS is based on a determination that the individual meets definition under DHS 36.14 (2) (a) & (b).
  1. Confirmed diagnoses of a mental health or substance use disorder;
  2. Has a functional impairment that interferes with or limits one or more major life activities and results in needs for services that are described as ongoing, comprehensive and either high-intensity or low-intensity. Determination of a qualifying functional impairment is dependent upon whether the applicant meets one of the following descriptions:
    - a. `Group 1'. Persons in this group include children and adults in need of ongoing, high-intensity, comprehensive services who have diagnoses of a major mental disorder or substance-use disorder, and substantial needs for psychiatric, substance abuse, or addiction treatment.
    - b. `Group 2'. Persons in this group include children and adults in need of ongoing, low-intensity comprehensive services who have a diagnosed mental or substance-use disorder. These individuals generally function in a

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fairly independent and stable manner but may occasionally experience acute psychiatric crises.

3. *Functional Screen* results.

- E. If the referral information or the *Functional Screen* is determined to not meet eligibility guidelines, the individual receives written notice of determination, is referred to a non-CCS program at the appropriate level of care, and informed of the CSB appeal process. The individual is informed of alternative behavioral health and psychosocial rehabilitative supports available to them in the community.
- F. If eligibility is established, the care coordinator will meet with the consumer and his/her desired supports to:
1. Review and sign the Participation Agreement and necessary consents;
  2. Identify any needs for immediate services;
  3. Begin the assessment and service planning process;
  4. Identify people, including informal supports, the consumer wants on their recovery team.
  5. Review consumer rights and responsibilities as well as grievance procedures.
  6. Discuss informed consent to treatment which includes description of CCS, client responsibilities, benefits and risks, and right to withdraw informed consent.
- G. The signature on the participation agreement starts the enrollment in CCS services and the 30 day clock for completion of the assessment and IRP.



Reviewed and Approved by: \_\_\_\_\_

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