

**PROGRAM OPERATIONS  
DIRECTIVE # 21.0**

**SUBJECT:** Intakes

**ISSUED:** 08-29-19

**PURPOSE:** To clarify the process for completing intakes

**DEFINITION:** Intake is the process by which eligibility for services at St. Clair County Community Mental Health

**POPULATION:** All populations

**REQUIREMENTS:**

As of September 1, 2019, the Intake Clinician will complete:

- The Consent for Mental Health Services
- Clinical Assessment
- LOCUS/CAFAS/PECFAS as appropriate

If the Clinician determines the individual *meets* criteria for CMH level services:

- Completes the full BPS (transfer information from clinical assessment into the BPS and open clinical document could be deleted)
- Obtains second contact appointment
- Links to CIU nurse as appropriate
- Links to FIPA Tech to determine any cost of service and complete demographic updates

If the Clinician determines that the person is *not* meeting criteria for CMH services:

- Provides referral information for community providers and offers assistance with linking/scheduling
- Completes discharge