

## INSTRUCTIONS FOR THE WASHINGTON COUNTY FORMS

### **APPLICATION FORM:**

- All initial clients and those individuals returning to the system after a year or more absence from mental health/mental retardation services must have this form completed and have received a Notice of Decision (NOD) authorizing funding prior to receiving any services funded by Washington County.
- This form must be returned to the Washington County Mental Health Disability Services (WCMHDS) office within the same working day or first thing in the morning if completed after hours.

### **LEGAL SETTLEMENT:**

- This is to be completed as part of the Washington County CPC Application Form for all initial clients and those individuals returning to the system after a year or more absence from mental health/mental retardation services. If the Washington County CPC Application Form is not utilized, then the Legal Settlement Form must accompany the initial application form submitted.
- This form must be returned to the WCMHDS office with the Application Form within the same working day or first thing in the morning if completed after hours.

### **HIPAA FORMS: (Notice of Privacy Practices(NPP)/Acknowledgement and Consent of NPP)**

- Initial clients must be provided with the Notice of Privacy Practices for Washington County Mental Health Disability Services. Once provided they may keep the copy or return it.
- The Acknowledgement and Consent of the NPP is to be signed and dated by the client at the time of the initial CPC Application. This form only needs to be completed one-time.
- The signed and dated Acknowledgement and Consent of the Notice of Privacy Practices must be submitted with the Application, Releases of Information and Legal Settlement forms within the same working day for initial clients.

### **AUTHORIZATION TO USE AND/OR DISCLOSE INFORMATION**

- Initial clients must have this form completed between Washington County Mental Health Disability Services and all referred, current, and past providers (i.e. hospitals, Community Mental Health Centers, Vocational agencies, Residential agencies, etc.).
- Authorizations to Use and/or Disclose Information must be submitted with the Application and Legal Settlement Forms within the same working day for initial and returning clients.
- Additionally, Releases of Information Forms must be updated annually for all current providers.

### **APPLICATION UPDATE FORM:**

- This form will be completed by either the WCMHDS staff or the Targeted Case Manager at all semi-annual and annual meetings to update service and eligibility information for county funding determination.
- This form must be returned to the WCMHDS office within the same working day or first thing in the morning if completed after hours.

### **PROVIDER/PAYEE FORM:**

- This form needs to be completed by the provider, if payee, and submitted to the WCMHDS staff and/or the Targeted Case Manager at all annual and semi-annual staffings.

### **BUDGET DETAIL AND ASSESSMENT FOR HOURLY SERVICES**

- This form is to be completed by the Targeted Case Manager in cooperation with the provider **annually** and/or in event of a change in the frequency of service and must be submitted to the CPC office with the Funding Agreement.

### **SERVICE REQUEST FORMS:**

- This form is to be completed by the provider to request emergency-one time requests and/or ongoing services that exceed the current authorization. The completed form must be returned to the Targeted Case Manager prior to the end of the month in which the request is being made. It is suggested that the request is submitted within the same working day or the next working day, if completed after hours, to ensure approval of the request.

### **FUNDING AGREEMENTS:**

- These forms are to be completed by the Targeted Case Manager and submitted to the WCMHDS office initially prior to the start of services and at each routine renewal or during any sort of rate or frequency of service change. If this form is being completed due to a service request for additional hours, the service request and/or documentation justifying the request must accompany this form.
- These forms must be completed prior to the expiration date of services and will request funding for a period not to exceed six months, unless otherwise agreed upon with the CPC office.

**All applicable Washington County Forms** must be **completed** prior to Washington County making any determinations regarding the funding for the requested services.