CARE

Client Assignment and Registration System

CARE - COM-1C **Child & Adolescent Community-Based Assignment** (Action Code 319) Rev. 9/05

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __   __ __ __ __ __ __ __ __ __
Last Name   Client ID

__ __   __ __ __ __ __ __ __ __ __
Suffix   Local Case Number

__ __ __ __ __ __ __ __ __ __ __   __ __ __
First Name   Component Code

__ __ __ __ __ __ __ __ __
Middle Name

Action Code
A = Add
C = Change
D = Delete
(circle one)

Action Code	**Service Type**	**Beginning Date**	**End Date**	**Location** Required for Service Code 07
A C D	**T C** __ __	__ __ - __ __ - __ __	__ __ - __ __ - __ __	__ __ __ __
A C D	**T C** __ __	__ __ - __ __ - __ __	__ __ - __ __ - __ __	__ __ __ __

Service Type Codes

05 - Respite

07 - Inpatient Services/Intensive Crisis Residential

Completed By: _____   Date: _____

Instructions for the Child and Adolescent Community-based Assignment Form
(CARE-COM-1C)

The Community-based Assignment form is intended to provide information about the type and length of services a child or adolescent receives through a given center. It is completed whenever a child is assigned to or terminated from a community-based service type. The completion of the Assignment form is tracked by the client care coordinator; however, it can be completed by the client care coordinator, intake worker, or the service provider. The form can be used to report information about a child being assigned to a service, being terminated from a service, or both at the same time.

Identifying Information: Complete the identifying information at the top of the form. The local case number is a maximum of 10 characters. The component code is the 3-digit TDMHMR code for your center.

Service Type Assignments: The second section of the form provides lines to report information about one or more service type assignments. When you want to report information about a child being assigned to a service type: circle the action code (the action code to be circled will be "A"), enter the service type (from the codes below), enter the effective date, enter the location or case management unit code if necessary, and enter the case manager position code if an assignment is being made to case management.

When you want to report information about a child being terminated from a service type and a form was previously filled out to assign the child to the service, complete all the items for a particular program assignment. Circle the action code (in this case the action code would be "C"), enter the information about being assigned to a given service type (make sure it is the same as the information on the form that was previously filled out when the child first was assigned), and enter the end date.

When you want to report information about a child being assigned and terminated from an assignment using the same form and line, complete all the items on a given line (the action code to be circled will be "A").

Action Code: Use "A" to add new information about an assignment for the first time. Use "C" to add or change information on an existing record that has been previously submitted for data entry. When using "C" you must enter the program service type and begin date exactly as it appeared on the previous form, then enter the information to be added or changed. Use "D" to delete previously submitted data that was wrong and you want to take it out of the computer system altogether. When using "D" you must enter the data exactly as it appeared on the erroneous form.

Service Type Codes: Enter the code from the Service Type Codes section that best describes the type of service to which the child has been assigned (please consult the Data Verification Criteria for complete descriptions).

05 Respite (Required): Services provided to the family of a child in services to provide temporary, short-term, and periodic relief for the primary caregiver. Respite may be provided in both program-based and community-based settings, including the family's home, both in crisis situations and on a scheduled basis.

07 Inpatient Services/Intensive Crisis Residential (Required): Inpatient Services: Hospital services, staffed with medical and nursing professionals, which provide 24-hour professional monitoring, supervision, and assistance in an environment designed to provide safety and security during acute psychiatric crisis. Intensive Crisis Residential: Programs that offer 24-hour residential services that are usually short-term and that are provided to children who are demonstrating psychiatric crises that cannot be stabilized in a less restrictive setting.