

RECEPTION AND PLACEMENT: WITHIN 30-90 DAYS

Case Note Submitted X	Date Service Provided	Case Note
		STATE ID
		BANK ACCOUNT
		RECEIPT OF MEDICAID: applications are processed by DSS within 45 days
		RECEIPT OF WORK FIRST/RCA: applications for Work First are processed by DSS in 45 days. RCA may arrive earlier.
		APPOINTMENT SCHEDULED FOR PRIMARY CARE PHYSICIAN & SPECIALIST (if applicable)
		APPOINTMENT SCHEDULED FOR DENTAL & VISION (if applicable)
		90 DAY REPORT
		3 rd HOME VISIT/ 90 DAY REPORT REVIEWED & SIGNED: Around 90 th day. Use Home Visit form. Provide summary of visit in note.
		REMAINDER OF FUNDS DELIVERED: Case note check number and amount

CASE NOTES:

- Case notes should not include the names of other individuals not on the case. Staff, service providers and physician information
- RECEIPTS- Case note all receipts. When making purchases note the amount and where the purchase was made. When providing pocket cash, note the amount provided to the client.
- All follow-ups for services must be case noted.