

SOLUTIONS SCREENING AND REFERRAL INSTRUCTIONS

EES Screening and Referral Process

1. Current AOD screening and referral processes as outlined in KEESM will be utilized to refer potential candidates to Solutions Intensive Case Management services through the use of the turnaround form or local facsimile. In addition to current AOD screening and referral processes, EES staff will also screen TAF recipients for referral into SOLUTIONS case management services where available. Screening for Solutions will be provided to individuals who have a positive indication that substance abuse treatment may be needed. This will be determined through SASSI score or validation of the criteria listed in 3310.4 (1). Both the AOD turnaround form (or Area facsimile) and the Solutions referral will be sent to RADAC.
2. Once substance abuse issues have been suspected/determined to exist by EES staff, an affirmative answer to any one of the following questions will secure initial Solutions eligibility for the participant:
 - Prior report for child abuse/neglect?
 - Youngest child in home age 3 or younger?
 - Current mental health issues?
 - Three or more children in home?
 - Primary caregiver under 30?
 - Domestic Violence/Sexual Assault Issues?

The only exception is if the family is currently receiving SRS social services (Family Services, Family Preservation, Foster Care, or Adoption) (However, if the case manager believes the family may be better served through Solutions case management services, Children and Family Services staff should be invited to the multi-disciplinary case plan meeting to discuss service provision. Ideally, families should only be enrolled in one intensive case management process).

3. In addition to meeting the eligibility requirements, potential participants should also be willing to participate in Solutions case management services. If an eligible participant is resistive, case managers should continue to forward the referral for further assessment and work on issues of denial. Ultimately, case load entry is voluntary but participation is subject to the mandatory work program requirements and non-compliance can result in loss of TAF benefits.
4. In addition to the turnaround and Solutions referral form, EES staff should attach the completed SASSI and copies of the completed EES assessment questionnaire and the ALDS battery. EES staff should also note the CASAS score and LD diagnostic results on the form. (CASAS and LD information can be sent at a later date if those screenings have not been completed. A copy of the basic assessment (4307 or local facsimile) should be sent with all referrals.) Relevant information about the participant should be included in the comments section.
5. All of the above will be forwarded to the RADAC who will provide clinical interpretation of the SASSI, treatment placement, and further screening for Solutions. The recipient must be placed in the AOD component on the KsCares System at the time of the referral. SESP should indicate 30 hours in AOD. (This may be adjusted later in the case management process as the client transitions from full time case management services to participation in other work components.) Length of participation in this component is based upon the need as established in the treatment plan.

RADAC Screening and Referral

6. Following SASSI interpretation and further assessment, RADAC will interview the participant and review the EES referral packet to determine continued eligibility for Solutions. If the participant is not an appropriate candidate, RADAC will return the Solutions referral to EES with reasons for rejection in the comments section. Those participants who continue to be eligible will be referred to the RADAC or RPC Solutions case manager.

SOLUTIONS Screening and Referral

7. The Solutions case manager will review the collected information from RADAC and EES and decide if the participant would be a good candidate for inclusion in the Solutions case load. The Solutions Case Manager will set up the multi-disciplinary case staffing for potential Solutions participants and invite the appropriate staff.

Multi-disciplinary Case Staffing

The Solutions, RADAC and EES case managers will collectively make a final decision during case staffing meetings regarding which referrals should receive Solutions case management services.