

PROVIDER ALERT

Alert #: PA-2010-02
ISSUED: February, 2010
TO: DCF Area Offices
SUBJECT: Supportive Work, Education, and Transition Program (SWETP) Referral Process

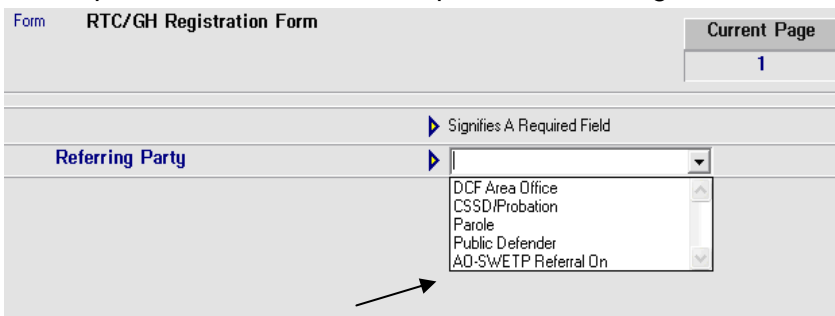
Please distribute this important Provider Alert within your organization to all users who will be responsible for completing an on-line RTC/GH Registration Form

Dear Area Offices,

On February 15, 2010, Area Offices will begin selecting “SWETP Referral Only” from the web-based RTC/GH Registration form when a referral is made for SWETP. The current process of faxing a referral form will be replaced by completing a brief SWETP referral on-line (the Area Office will continue to fax the supporting clinical documentation however). This new process will allow for additional reporting capabilities for all SWETP referral data.


The workflow for SWETP referrals **effective Feb 15th, 2010** is as follows:

1. User (DCF Area Office) enters the AIS/Absolute system application via logon and password and selects “RTC/GH Registration Form” ***Please note:*** *The “CT BHP RTC/GH CANS Form” is not included in the SWETP process.*
2. When a SWETP referral is needed, the Area Office User will select “SWETP Referral Only” from the drop down options on screen (page 1) of the RTC/GH Registration Form: This will trigger the few required fields that need completed on the Registration form.



The screenshot shows a web form titled "Form RTC/GH Registration Form" with a "Current Page 1" indicator. A dropdown menu for "Referring Party" is open, showing options: "DCF Area Office", "CSSD/Probation", "Parole", "Public Defender", and "AO-SWETP Referral On". An arrow points to the "AO-SWETP Referral On" option.

DCF Area Office representative selects the AO-SWETP Referral

3. When the “SWETP” Referral Only” option is selected by the Area Office User, only a limited amount of fields will require a response. The questions that are required will be identified as a “Required Field” =  Signifies A Required Field

4. In addition to the on-line SWETP referral, Area Office also faxes to DCF Consulting Psychologist, Ann S. Lenz, Psy.D, the supporting documents that include the IEP, any Psychological or other Evaluations and the 469 to fax number (860) 723-7236. Ann S. Lenz, Psy.D. will then forward the information to the SWETP.

5. CT BHP Clinical Liaison retrieves the on-line SWETP Referral and the information is processed and forwarded to Ann S. Lenz, Psy.D.

6. Additionally, all SWETP referrals will be integrated into the weekly DCF RCT Rounds reports.

7. Ann S. Lenz, Psy.D, will continue to notify the Area Office of any SWETP match.

If you have any questions or comments, please feel free to contact the CT BHP Provider Relations Department at 1-877-552-8247.

Thank you,

Provider Relations Department
Connecticut Behavioral Health Partnership