

## DCF/CSSD ALERT

**Alert#: DCF/CSSD 2011-03**

**Issued: May 2011**

**TO: DCF Area Offices & CSSD Offices**

**SUBJECT: CT BHP Changes to Fax Protocol of Supplemental Materials**

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Dear DCF/CSSD staff,

This alert is to inform you of a change in submitting supplemental materials to support the CANS. As of June 1, 2011, the CT BHP will be utilizing a new fax number for all supplemental materials. All supplemental CANS documents beginning June 1, 2011 need to be faxed to 1-855-584-2172. For your convenience, we have also attached a fax cover letter for submitting CANS supplemental materials beginning June 1<sup>st</sup> and going forward.

The following represents a standardized list of documents to accompany the CANS (when they are available). Other documents may be added if they are particularly useful in helping the provider to better understand the child's needs:

- Psychiatric assessments
- Psychological test reports
- JJIE/CRT
- Discharge summaries from inpatient and other behavioral health services
- Pertinent medical records
- Educational records (includes IEP if child is special education student, 603 form)

Unless there is solid clinical reason to include older materials, we recommend that documents sent do not extend beyond the past 24 month period.

**As of June 1, 2011, all CANS supplemental materials are to  
be faxed to 1-855-584-2172**

We hope that these enhancements allow for better communication and coordination of children in congregate care. If you have any questions, please feel free to contact the CT BHP Residential Care Team at 1-877-552-8247.

Residential Care Team  
Connecticut Behavioral Health Partnership

Enclosed: Fax Cover Letter

**FACSIMILE TRANSMITTAL COVER SHEET**

Confidential Health Information Enclosed

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TO: <b>CT BHP</b>	FROM:
COMPANY:	DATE:
FAX NUMBER: <b>1-855-584-2172</b>	SENDER'S FAX NUMBER:
PHONE NUMBER:	SENDER'S PHONE NUMBER:
TOTAL NO. OF PAGES INCL. COVER:	RE: <b>CANS Supplemental Materials</b>

NOTES/COMMENTS:

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