

Macomb County Office of Substance Abuse

Women Specialty Funding- Tracking Children's Services Report

Procedures:

1. All Providers who utilize Women's Specialty Funding by providing either gender competent or designated women's services will be required to complete the "Tracking Children's Services" report on a quarterly basis.
2. The "Tracking Children's Services" report is to be completed for every child who enters services with their mother. The child does not have to be physically present at the time of the initial appointment to be included on the report.
3. The Case Manager/Therapist is required to ask the mother about any concerns regarding the child/ren and document all referrals made for services. A child may be referred to more than one service.
4. The types of referrals for prevention services for children could range from medical healthcare, health department/immunizations, substance abuse classes, parenting classes, and Adolescent Outpatient Treatment. Treatment referrals could range from detoxification, residential, and outpatient services. Mental Health services could range from inpatient, outpatient, and psychiatric care.
5. The Case Manager/Therapist is required to document the number of children who accessed services based off of the referrals.
6. The Case Manager/Therapist is required to document the number of services that were refused.
7. The "Tracking Children's Services" report is to be submitted to MCOSA by the following dates:

1st Quarter- Jan. 15, 2015

2nd Quarter- April 15, 2015

3rd Quarter- July 15, 2015

4th Quarter- October 15, 2015