

September 4, 2003

TO: Executive Staff
Managers
Program Supervisors
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.
Executive Director

**RE: EXECUTIVE DIRECTIVE 5 / 2003
ASSESSMENT SUMMARY-FIFTH EDITION--REVISED**

Effective immediately, MCCMH directly-operated programs/staff shall no longer use the Assessment Summary. Instead, all staff shall use the Assessment Summary-Fifth Edition--Revised as modified for new data elements from DCH and CARF.

There are two parts to the Assessment Summary-Fifth Edition--Revised -- the one with intake forms is to be completed by the clinician and the one with service application forms is for the consumer to complete.

The Assessment Summary-Fifth Edition--Revised is currently posted on the MCCMH Intranet. MCCMH Policy 2-11-012, "Assessment Services," will be revised at a later date.

DIH:rsw

Please retain Executive Directive 5 / 2003 in your Administrative Manual following Divider "A".

