

April 10, 2000

TO: Executive Staff  
Area Managers  
Agency Supervisors  
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.

RE: **EXECUTIVE DIRECTIVE 3 / 2000**  
**Process For Requesting Continued Service**  
**Authorization**

Effective immediately, the process for requesting "Continued Stay at Same or Less Intensive Level of Care" as described in MCCMH Policy 7-02-040, "Eligibility, Admission and Discharge," Section VI.B.2.a., is changed as follows:

**"For recipients with mental illness or emotional disturbance, a copy of the completed Service Review Form [MCCMH 284 (10/99)] indicating the rationale for providing continued services, covered by a completed Access Center Cover Sheet. MCCMH #286 (attached) will be forwarded to the Access Center for authorization. Continued services may not be provided unless authorized by the Access Center."**

As always, the Service Review is to be a face-to-face activity with the recipient and should be reported using Staff Activity Code 810. It reflects on-going assessment of the recipient's progress in treatment over time. A formal Core Reassessment is not required and the second page of the Assessment Summary is no longer to be completed as a vehicle for requesting continued stay authorization.

These changes will be incorporated into the next revision of MCCMH Policy 7-02-040.