

245D SERVICES ADMISSION PROCESS



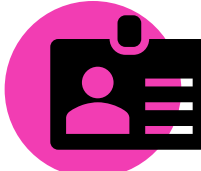
Step 1

The client or case manager contacts Best Care to make a referral. The client completes intake paperwork with the Intake Coordinator



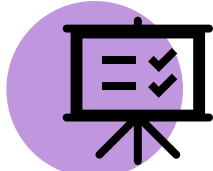
Step 2

The Intake Coordinator connects with the worker identified by the client. The worker completes the Best Care application



Step 3

The Intake Coordinator runs the DHS background study on the worker. The worker must pass their background study in order to provide services



Step 4

The worker is signed up for the state required 245D training (online). This must be completed before services can begin



Step 7

If all previous steps are completed, the Intake Coordinator sends out a welcome letter to the client and a start of work letter to the worker for signature



Step 6

The Best Care Designated Coordinator contacts the client and worker to complete an admission meeting. This must be completed before services can begin.



Step 5

The Intake Coordinator contacts the case manager to confirm services and request related documents.



Services are ready to begin!