

Service Coordinator Checklist of Forms

Upon Initial Enrollment:

- Lawful Presence** – applicants 18 years of age and over must provide affirmative proof of United States citizenship or lawful presence.
- ABI Screener** – to be completed on all applicants referred to the ABI Program.

Note: The completion of a positive ABI Screener and the documentation of Lawful Presence allows for the enrollment into ABI Program Service Coordination. This enrollment is for 180 days until the following are obtained:

- Enrollment Form (CC-1)**
 - Collect **financial documentation** when appropriate
 - Collect **legal documentation of guardianship** when appropriate
- Notice of Privacy and Privacy Policies Acknowledgement Form**
- Rights and Responsibilities and Acknowledgement Form**
- Authorization for Disclosure of Consumer Medical & Health Information**
- Medical Documentation**
- SCA** – Completed within 30 days of initial enrollment.
 - Emergency Management and Response Plan/Materials**
 - Medical Home**
- Role of the Brain Injury Service Coordinator** - review with participant

Annually:

- Notice of Privacy and Privacy Policies Acknowledgement Form** – Completed annually at the SCA visit.
- Rights and Responsibilities and Acknowledgement Form** – Completed annually at the SCA visit.
- Authorization for Disclosure of Consumer Medical & Health Information** – Completed as needed for information requests.
- SCA** – Completed annually but no later than 13 months from the last completed assessment.
 - Review Emergency Management Plan & Medical Home**
- Role of the Brain Injury Service Coordinator** - review with participant
- Annual Financial Eligibility Review (AFER)** –verify financial eligibility for participants enrolled in ABI Paid Services (Service Coordination participants are exempt).