

# **OASAS Assessment/OASAS Prevention Counseling Admission Form**

## **DIRECTIONS**

**2018-2019**

### **I. If you have started an assessment, but have not made a disposition:**

1. Complete #1 through # 9 and submit a **copy** with your monthly stats by the 3<sup>rd</sup> of the month following the **first** session. (*You must make a disposition within 20 business/school days of the first assessment session*). Keep the original in a locked cabinet in your school.
2. Once you make a disposition see II below.

### **II. If you have completed an assessment and made a disposition:**

1. Complete the Assessment Form (# 10 through #17) write in new month on top of page next to “Resubmitted” (after disposition).
2. Submit a **copy** of page 1 with your monthly stats by the 3<sup>rd</sup> of the month following the **first** assessment session. Keep original in a locked cabinet in your school until June or checkout 2019, or, in the SAS OASAS filing cabinet in your school’s Assessment folder.
3. If you are opening a case, see III below.

### **III. If you are opening a case for #11, (Disposition of Assessment) check the box that states, “Admitted to Prevention Counseling Services OPEN CASE and complete the entire Assessment Form 2018-2019.**

1. Submit a **copy** of Page 1 of the Assessment Form 2018-2019 and a **copy** of Page 1 of the OASAS Prevention Counseling Admission Form 2018-2019 with your monthly stats.
2. The **original** of the Assessment Form (P.1 & P.2), the OASAS Prevention Counseling Admission Form (P.1 & P.2), the Personal History Record and the CRAFFT must be placed in your school’s “Cases to be opened” folder in the SAS OASAS filing cabinet by the 3<sup>rd</sup> of the month.
3. Going forward, you must file all other OASAS Case record forms (Progress Notes, Initial Service Plans, Updated Service Plans, and 120 Day Form) in the case record.

**PLEASE NOTE: If a student returns to see you after a disposition has been made, you re-assess the student and there is a new disposition, you must follow steps I, II, and III above again. You must complete a new assessment form with the same PIC Number and new assessment and disposition dates. Therefore, if you open a case on a student with different disposition earlier in the school year, you must follow steps I, II, and III above**