

**DIRECTIONS**  
**OASAS Assessment Form &**  
**OASAS Prevention Counseling Admission Form**

**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> day of the following month. Keep original in a locked cabinet in your school until June or, you may file in the SAS OASAS cabinet at the agency.
3. If you are opening a case, see III below.

**III. If your disposition is to open a case on this student:**

1. Check “Admitted to Prevention Counseling Services (OPEN CASE)” in #11.
2. Complete page 1 & 2 of the OASAS Prevention Counseling Admission form.
3. Submit a **copy** of Page 1 of the Assessment Form and a **copy** of Page 1 of the OASAS Prevention Counseling Admission Form with your monthly paperwork.
4. The **original** of the Assessment Form, OASAS Prevention Counseling Admission Form, the Personal History Record and the CRAFFT must be placed in the SAS OASAS filing cabinet by the 3<sup>rd</sup> of the month.
5. All subsequent paperwork for that case should be placed in the case record at SAS by the counselor.

**PLEASE NOTE:** If you reassess a student after a disposition has been made, and now there is a new & different disposition (for example, from “no further action” to “referral within agency to further prevention services”), then complete a new assessment form using the same PIC Number. Follow steps I, II, and III again.