

## Instructions

### OASAS Assessment, Admission & Completion/Discharge Forms

#### Assessment Form

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

1. Complete #1 through #9. A **copy** of page 1 goes to your supervisor and a **copy** of page 1 to Christine with your monthly paperwork by the 3<sup>rd</sup> of the month following the **first** assessment 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 and/or III below.

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

1. Complete the Assessment Form (# 1 through #17) If “resubmitted”, (with disposition), write in new month on top of page.
2. Submit **ONLY** a **copy of page 1** to Christine and submit the **original** of page 1, 2, the CRAFFT and a referral form if applicable, (**stapled**) to your OASAS supervisor with your monthly paperwork by the 3<sup>rd</sup> day of the month following the disposition date.
3. If you are opening a case or assigning a student to Early Intervention Teen Intervene, see III below.

#### Admission Form

III. **Disposition is “Admitted to Prevention Counseling” or “Assigned to Early Intervention” (TI):**

1. Complete page 1 & 2 of the OASAS **Admission Form 2021-2022**
2. Submit **ONLY** a **copy** of Page 1 of the OASAS Assessment Form **and ONLY** a **copy** of Page 1 of the OASAS Admission Form to Christine.
3. **a. Admitted to Prevention Counseling** The **original** of the OASAS Assessment Form (page 1&2), OASAS Admission Form (Page 1&2), and all other **case record forms** (Personal History Record, CRAFFT, Service Plans (if reviewed and “signed” virtually), Progress Notes, Consent forms, referral forms) must be **clipped** together and submitted to your OASAS supervisor by the 3<sup>rd</sup>. of the month.
3. **b. Assigned to Early Intervention “Teen Intervene” (TI)** The Assessment Form (Page 1&2) and the Admission Form (Page 1&2) and all of the TI specific forms must be kept in a TI folder for each student and should be kept in a locked cabinet in your office until you have completed the TI Program. (**See TI flash drive for all TI forms**). **Submit the folder with monthly paperwork.**

IV. **Completion/Discharge Forms**

1. **Page 1** Item 1-3 Self-Explanatory  
Item 4. Individuals admitted to programs having a summer break longer than 30 days are expected to be discharged before that break. Any anticipated extended interval for which services cannot be provided should be part of the Service Plan.
2. **Page 2.** Item 11 Clearly summarize the status of the participant at the time of discharge. The summary should reflect the participant’s progress in relation to the reason(s) he/she was admitted to the program and in relation to the results that were outlined in the initial and updated Service Plans.  
Upon completion, the counselor and supervisor must sign and date the Discharge Record.
3. **Page 2.** Items 7-15 Self-explanatory

V. **NOTE:**

- When you reassess a student and there is a **new/different disposition** (for example, “no further action” changed to “Referral Within Agency to Further Prevention Services”), complete a new assessment.
- Consents, not part of a case record or TI are placed in a folder in a locked cabinet in your office until June 2022. Consent for cases and/or TI should be included with the case record or TI forms.