**STEP Tour and Intake Process**

**For Tours:**

* The CRSP Supports Coordinator/Case Manager or consumer/caregiver/parent/guardian should call: 734-718-0483 or email STEPintake@stepcentral.org with the consumer’s MHWIN ID and details about their interest in STEP, i.e., what services they are seeking.
* A tour will be scheduled within 7-10 days of the inquiry at the most appropriate STEP site.
* If the consumer does not want to attend STEP based on the tour the CRSP Supports Coordinator/Case Manager will be notified.
* If the consumer does want to attend STEP based on the tour the CRSP Supports Coordinator/Case Manager will be notified and:
	+ We will request 1 encounter of H0031 for the initial goal provision
	+ We will send over a STEP application (if the CRSP does not have one) and request that it be completed and faxed to 734-722-0368 Attn: Suzie Ogunkunle or sent via secure email to email STEPintake@stepcentral.org
* If a consumer has attended STEP in the past or is already familiar with STEP and the services offered, an intake can be directly requested.

**For Intakes:**

* Intakes cannot be scheduled until the following is received from the CRSP:
	+ An authorization 1 encounter of H0031 for the initial goal provision
	+ A completed application
	+ A completed intake packet that includes the items below. An intake cannot be scheduled until these items are received.
		- The Intake checklist
		- The most recent IPOS
		- The most recent IBPS
		- The most recent physical
* Once the above has been received we will contact the CRSP Supports Coordinator/Case Manager and forward them the STEP goals/objectives and requested authorizations.
* When we receive the amended IPOS with STEP goals/objectives and confirmation that authorizations have been approved, STEP will contact the consumer/parent/guardian/caretaker and set the start date for STEP.

If you want to discuss an intake or find out more about the process, please call the customer service number at 734-718-0483 or email STEPintake@stepcentral.org.