



STEP Tour and Intake Process

To Enroll in Services:

If an individual is currently not receiving any services through the Detroit Wayne Integrated Health Network, please call 1-800-241-4949. If they are currently receiving services, please follow the steps below.

For Tours:

- The CRSP Supports Coordinator/Case Manager should send a STEP application to: 313-827-0767 or email STEPintake@stepcentral.org OR a consumer and/or their guardian/caregiver/parent can call 313-900-5057 with the consumer's 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 they will notify their Case Manager/Supports Coordinator and request that the following be faxed to 313-827-0767 or emailed to stepintake@stepcentral.org:
 - Plan of Service (i.e., IPOS, PCP)
 - Integrated Biopsychosocial Assessment
 - Completion of STEP Application (if CRSP has not already forwarded this) and Application and Interest Form. These should be filled out in their entirety and include the name of the CRSP Supports Coordinator, their direct phone number and their email.
 - Most recent physical examination
 - Guardianship papers, if applicable
 - Crisis Plan
- If an individual is not eligible for services with STEP, they will be provided with an Ineligible Fact Form and an Action Notice.
- If a consumer has attended STEP in the past an intake can be directly requested.
- If they have taken a tour, STEP will need all of the information noted under Intakes before an intake can be scheduled.
- **To check on the status of an intake packet after a tour has occurred, call 313-900-5057.**

For Intakes:

- Intakes **cannot** be scheduled until the following is received from the CRSP:
 - A completed application & check list
 - A completed intake packet that includes the items below:
 - The Intake checklist
 - The most recent IPOS
 - The most recent IBPS
 - The most recent physical
 - The Crisis Plan
 - ID, Social Security Card
 - Guardianship/POA (if applicable)
- Once the above has been received and the intake has been completed, STEP will contact the CRSP Supports Coordinator/Case Manager and forward them the STEP goals/objectives and requested authorizations.

- When STEP receives the amended IPOS with STEP goals/objectives, all appropriate signatures on the amended plan, confirmation that authorizations have been approved, and a date and time that CRSP will in-service the STEP Supports Coordinator or designee; STEP will contact the consumer/parent/guardian/caretaker and set the start date for STEP.
- To check the status of an intake, contact the individual who conducted your intake.

If you want to discuss a tour or find out more about the process, please call 313-900-5057 or email stepintake@stepcentral.org. All Intake Packets can be emailed to stepintake@stepcentral.org or faxed to 313-827-0767.