



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. Anyone who is currently enrolled with a CRSP, must have their CRSP agency contact STEP to set up a tour and forward pertinent information.

For Tours:

- The CRSP Supports Coordinator/Case Manager must send the following documentation to:
FAX - 313-827-0767 or email STEPintake@stepcentral.org
 - Signed/completed copy of STEP Application
 - Completed copy of STEP Interest and Intake form
 - Most recent signed copy of the IPOS
 - Most recent signed copy of the IBPS
 - Copy of Crisis Plan
 - Copy of Physical Examination (within the past year)
 - Clear and legible copy of Driver's License/State ID or other photo ID
 - Clear and legible copy of Social Security Card
 - Clear and legible copy of Health Insurance Card
 - Copy of Guardianship/POA papers (if applicable)
 - Copy of Behavior Plan, psychiatric evaluation, psychological evaluation, IEP (if available)
- Once the intake packet is received, the packet will be assigned to a STEP Supports Coordinator who will coordinate a tour date with the member you are referring.
- If you do not send all required documents you will be notified via email that we cannot move forward with the process.
- A tour will be conducted and STEP will determine if the individual meets the criteria for STEP services and/or wishes to participate in STEP services.
 - 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 Supports Coordinator conducting the tour will set up the intake date with the member.
- If at any time STEP determines that 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; however, all documentation noted above MUST be sent prior to the intake.

To check on the status of a referral after a tour has occurred
call 313-900-5057

For Intakes:

- Intakes will be scheduled at the time of the tour if the individual is interested and eligible for STEP services. Eligibility is determined by a variety of factors including ability to participate in services independently and an understanding that STEP services are meant to prepare them for competitive, integrated employment.
- At the intake, STEP will be performing a career interest inventory and also presenting our menu of services. This will allow us to build STEP goals and also ensure that the individual is participating in services based on their interests and desires. The goals will be very specific and include the names of activities they are participating in and the days/hours.
- Once the intake has been completed, STEP will contact the CRSP Supports Coordinator/Case Manager and forward them the STEP goals/objectives, request authorizations and notify the CRSP that the CRSP IPOS must be amended to include a goal or goals for participation in STEP that closely mirror the goals STEP has completed.
- 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 the 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.
- If authorizations/an amended IPOS are not received within 14 days of the STEP intake, the intake will be considered invalid.
- If STEP is not inserviced within 7 days of requesting the inservice and receiving the amended IPOS with STEP goals so that a member can start STEP services, the intake will be considered invalid.
- To check the status of an intake, contact the individual who conducted the intake.