

# ENTERING REGIONAL CENTER SERVICES INTO CWS/CMS

**CLICK ON 'BLUE BOX'**

**CLICK 'OPEN EXISTING HEALTH'**

**SELECT CHILD THEN CLICK 'OK'**

**OK**

**Cancel**

**Sort...**

**Help**

For this Client				
	Name	Age(Yrs)	Gender	Birth Date
1	Bunny, Bugs	20	Male	02/22/1996
2	Bunny, Mommy	51	Female	10/10/1964
3	Duck, Daffy	1	Male	03/05/2015

Open this Health			
	Health		
1	Current Record for Bunny, Mommy		

Case Suspension			
	Start Date	End Date	Reason for Suspension
1	06/13/2013	01/15/2014	NMD Reentry as 300

## ENTERING SCREENINGS TAB

**SCREENINGS TAB**

- SELECT THE 'SCREENINGS' TAB TO ENTER INFORMATION REGARDING ANY DEVELOPMENTAL SCREENINGS, REFERRALS FOR REGIONAL CENTER SERVICES, & TO DOCUMENT INTERVENTION PLANS.
- THE STATE IS TRACKING ALL EARLY DEVELOPMENTAL SCREENINGS, SO BE SURE TO START YOUR PROCESS ON THIS PAGE.

Screenings and Referrals				
Screenings				
	Date	Type	Screened By	Result
1				

Date: [ ] Type: [ ] Screened By: [ ]

Comments: [ ]

Referrals				
	Referral Date	Referral Type		
1				

Referral Date: [ ] Referral Type: [ ] Referred To: [ ]  Out of Country

Outcome of Referral:  Accepted  Not Accepted Outcome Date: [ ] Consent Type: [ ]

## LAST STEPS – ENTERING THE SUMMARY & SPECIAL PROJECT TABS

**SUMMARY TAB**

- CLICK ON THE 'SUMMARY' TAB
- CLICK ON THE '+' BUTTON
- CHOOSE REGIONAL CENTER IN THE DROP DOWN MENU UNDER 'DUAL AGENCY SERVICES RECEIVED'
- ENTER THE ELIGIBILITY START DATE

**DOCUMENT UNDER SUMMARY**

- TYPE OF REGIONAL CENTER SERVICE: (EARLY INTERVENTION OR LANTERMAN)
- DATE OF ELIGIBILITY
- ANY SERVICES PROVIDED / DIAGNOSIS
- SERVICING REGIONAL CENTER
- REGIONAL CENTER UNIQUE CODE IDENTIFIER # (UCI#)

**SPECIAL PROJECTS PAGE**

- SELECT 'GREEN BOX'.
- CLICK ON 'YELLOW FILE FOLDER'.
- CLICK 'SPEC. PROJ.' TAB.

**Special Project**

Special Project Name	Start Date	End Date	County
1 Eastern LA RC - Approved			Los Angeles
2 S-Tribal Customary Adoption	05/02/2014		Los Angeles

**Special Project Name**

Special Project Name	Start Date	End Date	County	Description
North LA County RC - Approved			Los Angeles	Provide a mechanism for tracking children both in C
No IV-E- VP over 180 days				
No IV-E- WIC 388				
No IV-E-NM over 19 in GH				
No IV-E-No Placement Authority				
No IV-E-No SILP assessment				
Non-Related Probate Guardian				
North Bay RC - Approved				
North Bay RC - Denied				
North LA County RC - Approved				
North LA County RC - Denied				

**CLICK '+ SYMBOL TO ADD NEW SERVICING REGIONAL CENTER (RC).**

- RC's ARE IN ALPHABETICAL ORDER, SELECT APPROPRIATE RC – APPROVED FOR CHILD MADE ELIGIBLE OR IF CHILD HAS HOME REPLACEMENT, SELECT NEW RC. CLICK DATE RC SERVICES BEGAN.
- SELECT DENIED IF CHILD FOUND INELIGIBLE.
- **\*\*NOTE:** IF CHILD HAS MOVED, REMEMBER TO END DATE PRIOR SERVICING RC.