ENTERING REGIONAL CENTER SERVICES INTO CWS/CMS

- CLICK ON 'BLUE BOX'
- CLICK 'OPEN EXISTING HEALTH'

SELECT CHILD THEN CLICK 'OK'

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.

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.

- CLICK '+' SYMBOL TO ADD NEW SERVICING REGIONAL CENTER (RC).
- RC's ARE IN ALPHABETICAL ORDER, SELECT APPROPRIATE RC – <u>APPROVED</u> FOR CHILD MADE ELIGIBLE OR IF CHILD HAS HOME REPLACEMENT, SELECT NEW RC. CLICK DATE RC SERVICES BEGAN.
- SELECT <u>DENIED</u> IF CHILD FOUND INELIGIBLE.

- **NOTE:** IF CHILD HAS MOVED, REMEMBER TO END DATE PRIOR SERVICING RC.