

# DHHS-BH Referral Paperwork Matrix for Children's Behavioral Health Organizational Providers

Outpatient Specialty Mental Health Services	
<b>Initial Referral</b>	<p>DHHS initiates by sending:</p> <ul style="list-style-type: none"> <li>• 1243 Contract Provider Specialty Mental Health Services Referral</li> <li>• Phone screening</li> </ul> <p>Provider faxes to CBH Analyst at fax # 445-7270:</p> <ul style="list-style-type: none"> <li>• 1127c Contract Provider Face Sheet</li> <li>• 1127b Contract Provider Diagnosis Form</li> <li>• 1127 Client Information Form</li> <li>• Assessment, if done by Provider, <b>OR</b> Progress Note to document review and acceptance of DHHS-BH's Assessment</li> <li>• CANS Humboldt (<i>not required if Provider chooses to use 1238 Youth Behavioral Assessment</i>)</li> <li>• 1227 Pediatric Symptom Checklist</li> <li>• 1006 Release of Information</li> <li>• 1038/39 Medical Necessity/Levels (pages 1-2)</li> </ul>
<b>Update</b>	<p>Provider faxes to CBH Analyst at fax # 445-7270:</p> <ul style="list-style-type: none"> <li>• 1127c Contract Provider Face Sheet</li> <li>• The item being updated (assessment, client information form, diagnosis, treatment plan, etc.)</li> </ul>
<b>Annual Update</b>	<p>Provider faxes to CBH Access at fax # 445-7270:</p> <ul style="list-style-type: none"> <li>• 1127c Contract Provider Face Sheet</li> <li>• 1127b Contract Provider Diagnosis Form</li> <li>• 1127 Client Information Form</li> <li>• Release of Information</li> <li>• Current Assessment</li> <li>• Current Treatment Plan</li> <li>• 1038/39 Medical Necessity/Levels (pages 1-2)</li> <li>• CANS Humboldt (<i>not required if Provider chooses to use 1238 Youth Behavioral Assessment</i>)</li> <li>• 1227 Pediatric Symptom Checklist</li> </ul>
<b>Discharge</b>	<p>Provider faxes to CBH Analyst at fax # 445-7270:</p> <ul style="list-style-type: none"> <li>• 1127c Contract Provider Face Sheet</li> <li>• 1127b Contract Provider Diagnosis Form</li> <li>• CANS Humboldt</li> </ul>

If Provider requires additional forms or documentation beyond what is provided by DHHS, Provider is responsible to complete the additional documents.