

APPOINTMENT READINESS CHECKLIST



Information to ensure a smooth appointment

You have been approved for an initial intake appointment at Community Mental Health (CMH). This appointment's purpose is to further assess if you are eligible for ongoing services at CMH. You will meet with a clinician who will complete the assessment.



1. Time

A typical appointment will take 2 hours. Plus, we ask that you arrive 30 minutes early. Be sure to block enough time in your day. Paperwork is mandatory. Please complete any paperwork mailed to you ahead of your session to save time.



2. Cost

If you do not have Medicaid, and have an ability to pay, there may be a fee associated with your intake and any ongoing services. If you have Medicaid, you have no ability to pay.



3. Accommodations

If you need accommodations for various abilities, please let us know as soon as possible.



4. Providers

You will not receive therapy or psychiatry services at this first appointment. If you are in need of medications quickly, you should contact your doctor.



5. Timeframes

The intake appointment is scheduled within 14 days of your access screening approval.

If you are approved for ongoing CMH services at the intake, your next appointment will be within 14 days of your intake appointment.



6. Supports

If you want or need supports at your intake appointment, you are welcome to invite them to attend with you.



7. Legal Paperwork

Guardians must attend and bring guardianship paperwork to the intake. Lack of attendance and paperwork will **stop** the intake process. Custody paperwork for minor children is required.



8. Ability to Pay

Bring, or have knowledge of, how much your gross income is for at least the past month. This will be used to determine your ability to pay.



9. Insurance & Other Information

Any other insurance information is required. You will need to know your social security number. Written consent is required for services and must be completed before your intake (see consent in paperwork packet).

Key Terms

Intake – the first appointment scheduled to assess appropriateness for ongoing CMH services.

Biopsychosocial (BPS) – the name of the assessment completed at intake.

Clinician – the staff completing your intake. Typically, staff are social workers or counselors.

Psychiatrist – this is a doctor who can prescribe mental health medications.

Legal Guardian – legal guardianship is assigned by the court. Individuals age 18+ are their own guardian unless the court has assigned guardianship.
