

Partners in Community Supports (PICS)

Service Initiation Packet DBCDS and Mentor Program:
See checklist below for each form needed and where to find them

- | | Complete | Pending | |
|-----|----------|---------|---|
| 1. | _____ | _____ | Complete: Consumer Information Page |
| 2. | _____ | _____ | Review/Sign: DHHS Agreements
(Two copies – Give consumer a copy to keep) |
| 3. | _____ | _____ | Review/Sign: Release of Information Form |
| 4. | _____ | _____ | Review/Sign: EOE statement/Acknowledgement |
| 5. | _____ | _____ | Review/Sign: I-9 Certification/Acknowledgement |
| 6. | _____ | _____ | Review/Sign: Notice of Privacy Practices (Two copies- Give consumer one copy) |
| 7. | _____ | _____ | Review Designation of Privacy Official & Contact Information |
| 8. | _____ | _____ | Review Online Spending Summary and Fee Fliers |
| 9. | _____ | _____ | DHHS Regional Staff Manual, forms, timelines, expectations |
| 10. | _____ | _____ | Complete DHHS Budget and FSE Spending Plan Review |

****After the intake is complete and the budget is written, ensure copies of all documents above, as well as copies of the budget and this checklist, are sent to PICS.**