

Partners in Community Supports (PICS)

Service Initiation Packet Mentor Program:

See checklist below for each form needed and where to find them

- | | Complete | Pending | |
|----|----------|---------|---|
| 1. | _____ | _____ | Complete: Consumer Information Page |
| 2. | _____ | _____ | Review/DHHS & Parent Sign: DHHS Agreements
(Two copies – Give consumer a copy to keep) |
| 3. | _____ | _____ | Review/Parent Sign: Release of Information Form |
| 4. | _____ | _____ | Review/DHHS Sign: EOE statement/Acknowledgement |
| 5. | _____ | _____ | Review/DHHS Sign: I-9 Certification/Acknowledgement |
| 6. | _____ | _____ | Review/Parent Sign: Notice of Privacy Practices
(Two copies- Give consumer one copy) |
| 7. | _____ | _____ | Review Designation of Privacy Official & Contact Information |
| 8. | _____ | _____ | Complete DHHS Budget |

****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.**