Information to Ask/Tell Potential Providers

1. Start with client's general status (ie: age/gender/waiver type)
2. Ask if they serve your county/city
3. Ask if a waitlist or if staff/therapist is immediately available
4. Give an idea of typical hours or availability to receive service (ie: specific days, afterschool hours only, weekends?)
5. Ask if any hour minimums (ie: Do they require you use a certain number of hours each week/month?)
6. Ask to set up an interview
7. Ask who your contact is at the provider agency for any further follow up or ongoing needs
8. Give Case Manager's contact information for follow up if desired
9. Contact Case Manager if assistance is needed or to give them provider choice.

**To choose a provider you need to sign/date the Provider Pick List and return it to the Case Manager. The Case Manager then has to make contact with the chosen provider to ensure they are able to provide services, receive provider response to confirm, and update the budget (CCB) to add the selected provider. When the CM submits the budget update CM will send draft of submission via email and send approval notice when received. The state can determine approval upon receipt or choose to review the submission for a longer period of time.*

Provider Name/Contact	Date Called/Emailed:	Follow Up Needed: