



## DAAS APS/MSP Program Psychological Evaluation Request Process

**Step #1:** APS Investigator will staff case with Supervisor to determine the need of a Psychological Evaluation after an allegation has been investigated.

**Step #2:** If approved, Supervisor emails [daasfbooperationsteam@azdes.gov](mailto:daasfbooperationsteam@azdes.gov) for funding approval to include the following:

- Subject line: *Finance Approval-APS Psych Evaluation: Case #0000*
- # of hours needed for the service (usually 10 hours)
- Brief summary of the case that necessitates the need for psych services

**Step #3:** Once funding is approved by DAAS FBO Operations, Supervisor completes the MSP New Client Referral Form, filling out the following required fields (required fields have a red asterisk), clicking “Submit” when done. Please select “Pre-Identified” if a preferred provider has been selected. On the [DAAS State Users Page](#), there is a link under Important Program Links stating ‘[Access New Client Referral Form](#)’, which will take the supervisor directly to the referral form to submit to the MSP.

- Supervisor First Name, Last Name, Email, Phone Number
- Investigator First Name, Last Name, Email, Phone Number
- Service Type: DAAS Psych
- APS Psychological Services Type: Psychological Evaluation
- Psychological Evaluation Type: select Psychological Evaluation or Psychological Evaluation with Psycho-Sexual or Neuropsychological Evaluation
- Client First Name, Last Name, APS Case #, Street Address, City, Zip Code, County
- Approved Service Start Date and End Date
- Approved Units of Service
- Will Investigator attend the evaluation?
  - If yes, Additional information on Investigator attending
  - If other, Other (APS Investigator)
- Does Client require an interpreter?
  - If yes, Additional information on Client requiring an interpreter
  - If other, Other (APS Client)
- Client Date of Birth
- Marital Status
- Highest Level of Education
- Client Occupation
- Is the Client home the best place to interview the Client?
  - If no, If Client home is not the best place to interview the Client, please explain
  - If other, Other (Interview Place)
- Is Client cooperative?
  - If other, Other (Cooperative)
- What is the best way to contact the Client directly?
  - If phone: phone number
  - If email: email address



- Other (Client Contact Method)
- Is the Client in a Skilled Nursing Facility (SNF), hospital, etc.?
  - If Client is in Skilled Nursing Facility (SNF), hospital, etc., has the facility been notified of the Psychological Evaluation?
  - First Name, Last Name, and Phone Number of the facility contact
- Primary Physician/Psychiatrist Name and Phone Number
- Medications (if known, describe)
- Diagnosis (if known, describe)
- Does the Client have a Healthcare Power of Attorney or Medical Power of Attorney (MPOA)?
- Does the Client receive in-home services?
  - If yes: In-home service Agency, Contact Person, and Phone Number
- Does Client have family conflict?
  - If yes, describe the client family conflict
  - If other, Other (Family Conflict)
- What is the Client's condition of their home?
- Are the following present at the Client's home?
  - Dogs
  - Weapons
  - Drugs
  - Other
    - If other: Other (Present at Home)

**Step #4:** MSP Program Team receives submission and opens referral

- If pre-identified, the referral is opened to the pre-identified provider who will have three (3) business days to confirm their ability to provide services
- If not pre-identified, the referral is opened to the approved DAAS Provider Community who will have three (3) business days to confirm their ability to provide services
  - On the third business day, the MSP Program Team will provide the Supervisor and Investigator the list of providers who confirmed their ability to provide services
  - Supervisor and Investigator will select a provider to conduct the Psychological Evaluation and email the MSP Program Team a notification of the selection

**Step #5:** MSP Program Team sends clearance email to Provider, Supervisor, Investigator, and [apsinformationrequest@azdes.gov](mailto:apsinformationrequest@azdes.gov), clearing the provider to coordinate and provide Psychological Services

- Provider may request additional medical documentation directly from the Investigator to assist with conducting the evaluation

**Step #6:** Once the Evaluation has been completed, the invoice will be emailed directly to DAAS Receiving from Knowledge Services Accounting Team and the APS Evaluation Report will be emailed directly to [apsinformationrequest@azdes.gov](mailto:apsinformationrequest@azdes.gov) from the MSP Program Team

**Step #7:** DAAS Receiving will process the invoice for payment and submit to Accounting