Flowchart for FACES Application Processing of IIS Referrals (CD Supervisor or CD IIS Site Coordinator accepts for screening) Rev: 03-26-2021 **CD** Worker **CD Worker** enters potential referral CD Worker enters the name of information into FACES, **CD Supervisor** and clicks add. Performed by CD Worker Performed by CD Worker Pending **CD** Supervisor If not needed, **CD Supervisor** selects Evaluate needs for referral "Referral Not Accepted" NO. Performed by CD Supervisor (Referral not counted in Utilization) OR YES YES Performed by CD Supervisor If Site Plan includes IIS Site Coordinator, If Site Plan does not include IIS Site Coordinator review. Send to IIS Site Coordinator, OR CD Supervisor enters "Accepted For Screening" and Performed by CD Supervisor Assigns Vendor IIS Supervisor designated by Vendor For Site (or Sub-Site) (Referral counted in Utilization) **CD IIS Site Coordinator** Determined by local Site Plan Evaluate referral If not needed, CD selects NO Performed by CD IIS Site Coordinator "Referral Not Accepted" YES 🕹 (Referral not counted in Utilization) Performed by CD IIS Site If appropriate, Enter "Referral Accepted For Screening" Coordinator Assign Vendor IIS Supervisor designated by Vendor For Site (or Sub-Site) **Pending** Performed by CD IIS Site Coordinator (or Gatekeeper for County) (Referral counted in Utilization) (Processing above this dashed line are exclusively CD functions) Vendor IIS Supervisor Verify Vender IIS openings Vendor IIS Supervisor Selects NO Performed by Vendor IIS Supervisor receives "Alert" Referral Not Accepted" and selects "No Openings" YES Initial (Referral counted in Utilization) Performed by Screening of Family at Family Home **Vendor IIS Supervisor** Performed by Vendor IIS Supervisor and Vendor IIS Specialist Vendor IIS Specialist Notifies CD Worker of Results of the Screening NO Performed by Vendor IIS Supervisor & IIS Specialist **Vendor IIS Supervisor** Selects YES "Referral Not Accepted" and select disqualifying reason (Referral counted in Utilization) Vendor IIS Supervisor selects "Referral Accepted" and Performed by Assigns a Vendor IIS Specialist **Vendor IIS Supervisor** (Referral Accepted counted in Utilization) All of above is performed by Vendor IIS Supervisor Active Enter documentation during intervention **Vendor IIS Specialist** Performed by Vendor IIS Specialist Update IIS Function, Prior Contacts, & family Income Close IIS Function after exit date Performed by Vendor IIS Specialist Performed by Vendor IIS Supervisor Closed **End of IIS Intervention**