

**Cook County Juvenile Court Clinic
Cook County Juvenile Court
2245 West Ogden Avenue – 5th Floor
Chicago, Illinois 60612**

Memo

To: John Smith, Probation Officer
From: Suzie Jones, Clinical Coordinator
Subject: Paul Jones, DOB: 1/xx/93
Date: October xx, 2008

Why is the information being requested at this time?

Judge Barry requested a service memo to assist John Smith in identifying a community based program that provides individual therapy for Paul and would also be able to provide a family counseling component.

If you have any questions regarding this Memo please contact me at the above listed number. The following community based resources were identified by (Memo Writer) from the Resource Unit. Please note CCJCC identifies resources as available based on relevant criteria; listing does not imply an endorsement by CCJCC.

Insurance Information:

It is our understanding that Paul has recently applied for Kids Public Aid or Medicaid, and is pending approval. This memo includes several places he may go to meet his treatment needs.

If Paul is accepted for Medicaid, the Department of Public Aid will mandate him to sign up with one of the three managed care provider listed below. The best way for Paul to access treatment services is by contacting his provider directly. A representative will provide the names and contact information for facilities in the service network that provide the treatment Paul needs and pre-certify treatment. If Paul's family does not follow the protocol for their particular insurance policy, they may be responsible for the full cost of treatment services.

If Paul signs up with Managed Care Provider 1, he must call the Provider Relations Department at 1-800-xxx-8504 to find out which behavioral health providers are in his network. Managed Care Provider 1 is also the default plan to which Medicaid clients were assigned if they did not select a managed care provider. With this provider, clients continue to receive the traditional Medicaid card.

If Paul has signed up with Managed Care Provider 2, he must call Manager Care Provider 2 at 1-800-xxx-5456 to find out which behavioral health providers are in his network. With this plan, there may be an additional requirement that Paul first receive a referral from his primary care provider.

If Paul has signed up with Managed Care Provider 3, he must call 1-800-xxx-2766 or go to the company's website (www.managedcareprovider3.com) to find out which behavioral health providers are in his network. With this plan, there may be an additional requirement that Paul first receive a referral from his primary care provider.

The following agencies may be able to provide the needed services:

**Agency A
123 Main St.
Chicago, IL
312-555-1234**

Ask for the intake worker

Agency A provides an outpatient mental health program called Agency A's Child & Adolescent Services Program (ACASP). The program offers individual and family therapy. To initiate treatment, Paul's legal guardian may call the numbers listed above (between 9:00am and 8:00pm Monday through Thursday, and between 9:00am and 5:00pm on Fridays) and ask for an intake worker. The initial in-person intake interview should last about 30 to 45 minutes. As of October xx, 2008, there are current openings for the program. The therapists meet every Tuesday to assign cases, so Paul should receive a message from a therapist by Wednesday. Typically, the wait to begin treatment depends on Paul's schedule; the slots immediately after school usually have a longer wait. *All Kids* and all forms of Medicaid are accepted for payment of services. Paul lives within walking distance (0.7 miles or about 6 blocks) from the Agency C office, and there is a case manager who can provide pick-up/drop-off services.

**Agency B
123 Main St.
Evanston, IL
847-555-1234**

The outpatient mental health program at Agency B can provide Paul with individual and family therapy. Typically clients participate in therapy once a week. By calling the Central Access number listed above, Paul's legal guardian can begin the intake process. Alternatively, his probation officer may make the call and set up the first appointment, but the legal guardian needs to be present at that appointment. During the call, the intake worker will need information from Paul's insurance card if he has received it. Because the Central Access line processes intakes for all of Agency B programs, it is important to mention that Paul is interested in going to the Agency B site. As of October 15, 2008, there is no wait, and Paul would be able to begin treatment within one week. The program accepts *Kids Public Aid* and regular Medicaid for payment of services, but not Managed Care Provider 2 nor Managed Care Provider 3. The Agency B outpatient site is 1.1 mile from Paul's home. Using public transportation, Paul can reach the agency by walking to Main St. & South St., catching the northbound bus, and getting off at Main St. & North St.

Agency C
345 Main St.
Chicago, IL
773-555-4321
Intake worker

Agency C can offer Paul individual and family therapy. To schedule an intake appointment, Paul's legal guardian should contact the number above. As of October xx, 2008, current waiting list information was unavailable. Typically the wait is shorter if Paul is available for a daytime appointment, and longer if he is only available for after-school or evening appointments. Agency C does not accept payment from Medicaid; however it does offer a very affordable sliding-fee scale. Paul lives 2.7 miles from this Agency C site. To get there using public transportation, Paul can take the bus #290 from the north street to the Bus Terminal Main St. and South St., and walk about four blocks south.