

THE COUNSELING SOURCE, INC. POLICY AND PROCEDURE

TITLE: Screening and Access to Services - Waiting Lists

PURPOSE: To outline the use of waiting lists with potential clients at The Counseling Source, Inc.

POLICY: The Counseling Source, Inc. does not maintain a waiting list for services.

PROCEDURE:

1. The majority of TCS clients receive on-site mental health/AOD services eliminating the need to maintain a waiting list.
2. Appointment times for outpatient clients are limited. Therefore, outpatient client referrals are prioritized by the severity of symptoms and the date of referral. If the outpatient schedule is at capacity, the Intake Coordinator provides the referred individual with contact information for other providers.

REFERENCED STANDARDS AND REGULATIONS:

Ohio Department of Mental Health Administrative Code 5122
CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 4/28/2005

REVIEWED: February 2018