



Specialized Crisis Counseling Program Quick Guide to Data Forms

SCCS Form		When is it used?	Who uses it?	What to do with it.
600-07	Notice of Privacy Practices	Before conducting an interview for assessment and referral for specialized services.	Crisis Counselor	<ul style="list-style-type: none"> Use as guide to advise individual of confidentiality privilege and exclusions No signature/ submission required
601-07	Child & Adolescent Interview for Specialized Services (For children & adolescents under the age of 18)	<ul style="list-style-type: none"> On the 3rd and 5th CCS visit On the 3rd SCCS visit and every third visit thereafter. Any time the counselor deems an assessment is appropriate 	Crisis Counselor	<ul style="list-style-type: none"> Submit to CCP team for review & referral to SCCS. Original to data entry Copy to SCC for notes
602-07	Adult Interview for Specialized Services (For adults age 18 and older)		Specialized Crisis Counselor	<ul style="list-style-type: none"> Discuss with supervisor Original to data entry Copy for notes
603-07	Authorization to Obtain/Release Information	When a referral has been agreed upon by individual (& caregiver) and counselor.	CC SCC	<ul style="list-style-type: none"> Submit to CCP Team with Referral Original retained by Provider Agency; No copies made
604-07	SCCS Contact Log	At each SCCS contact with the individual.	SCC or RLC	<ul style="list-style-type: none"> Discuss with supervisor Original to data entry Copy for notes
605-07	RLC Indirect Services Log	When assistance is provided without direct contact with the survivor	RLC	<ul style="list-style-type: none"> Submit each week Original to data entry Copy for notes

CC = Crisis Counselor
 SCC = Specialized Crisis Counselor
 RLC = Resource Linkage Coordinator