

Initial Appropriateness and CES Tool Screening Quick Guide

The **Initial Appropriateness Screening** must be completed at the following points in time for all enrolled Members

- At time of enrollment for all Members enrolled December 1, 2023, and after
- When a Member re-engages from DSE Status
- When a Member re-engages from Excluded Setting status

Resources: Assessments and Screening Tools
 Outreach and Enrollment Workflow
 DSE Quick Guide
 Policy B3: Engagement and Enrollment
 Policy C2: Assessments and Re-assessments
 Policy C6: Case Closure and Re-engagement

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The **CES Tool** (Continued Eligibility Screening Tool) must be completed at the following times for Members depending on their status and programs.

While Members are on an AOT order, are HH+ enrolled or HH+ eligible, a CES Tool is not required.

Traditional Health Home Members (not HH+ eligible/enrolled or AOT):

- At the first anniversary of enrollment into the program
 - For Members enrolled prior to November 1, 2023, the first CES Tool will be done with the next Comprehensive Re-assessment
- Every six months thereafter

Members Stepping down from HH+/AOT after November 1, 2023:

- At the first anniversary of step down from the special program
- Every six months thereafter

Members Re-engaging from DSE or Excluded Setting:

- Six months after the Initial Appropriateness is completed at the time of re-engagement

If completed by a Care Coordinator, the CES Tool must be reviewed by a supervisor prior to finalization

Resources: Assessments and Screening Tools Matrix
 Policy C2: Assessments and Re-assessments