

May 8, 2007

To: Community Providers
Fr: Forms Committee
Re: New forms

Recent changes in reporting required by Division of MHDDAS have resulted in major modification of two commonly used forms, Guilford Center Admission form and IPRS Target Population form. Both forms are now available on our website at <http://www.guilfordcenter.com/provider/forms/default.htm>

The changes pertain to four new pieces of information required to assign a Target Pop. These new data fields are Employment Status Code, Race, Ethnicity and Health Related Code. The new boxes on both forms represent all the choices allowed by Division.

Use of the newly modified forms is mandatory beginning today. Submissions on the old forms will be returned, as we are unable to enter IPRS Target Populations without the new required fields. Please ensure your staff are informed of the changes.

Questions may be sent to ProviderHelpDesk@guilfordcenter.com

Thanks for your prompt attention to this matter

Steve Hess
Forms Committee

For an appointment or assistance call **1.800.853.5163** 24 hours a day, 7 days a week.
www.GuilfordCenter.com

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