

HELPFUL TIPS: SMI DETERMINATION PACKET

PACKET SUBMISSION POINTERS

- Clinical Contacts – Clinical Contacts are very important for staffing the case in a timely manner. CRN is most interested in having direct contact information for the person who has the most experience with the applicant. It is helpful to add more than one clinical contact, in case one is unavailable.
- Packet Submission Contact – The Packet Submission Contact is the best person whom CRN can contact regarding the actual packet itself. If there are missing or illegible forms, for example, this is the person CRN will attempt to contact.
- If any past treatment history has been identified, ensure CRN has a signed ROI to request these records.

CLINICAL POINTERS

- When listing symptoms on the SMI Determination Form, be specific about how the applicant experiences these symptoms. For example: Instead of writing “has nightmares,” include a specifier, such as “Applicant has nightmares about being chased, which is a previous childhood trauma experience, three nights a week.”
- If psychosis is endorsed, clarify if the applicant appears to respond to internal stimuli (or does not) during the evaluation.
- When recommending dysfunction in role performance, submit a detailed work history when possible. Terminations vs. quitting, reasons for termination, and any history of written or verbal corrective action from an employer are helpful.
- If an applicant is currently on court-ordered treatment (COT), please note this early and often in the documentation.