



DATE: August 29, 2011

TO: BPA SUD Provider Network

FROM: Business Psychology Associates

RE: Outpatient Continued Stay Review (CSR) Form/ Process

Over the last two weeks BPA has hosted three mandatory webinar trainings to review the purpose of the CSR process and overview the form and its use. This process was developed for reviewing clinical documentation and directing the client's progression through treatment and recovery support services. This will reduce gaps in services by ensuring that the appropriate community resources are available throughout the course of treatment and will support proper discharge planning, per the client benefit.

The purpose of this memo is to remind you that it is the expectation that the attached fillable PDF form with control number, SA-26-08/2011 on the bottom will be the only OP CSR form accepted as of **September 1, 2011**. It is important that the form layout and logo not be modified so that the auto recognition of your submissions will work properly and ensure quick processing. Please also recall from the webinar that these forms must include a signature to be considered complete.

Although the form is a PDF document permissions were set with our version of the software to enable you to save content for ease of updating information or editing in the case of clarification required on any particular dimension. Also attached are copies of the form use instructions and webinar slides for reference.

Please contact your Regional Coordinator if you have additional questions regarding the process or would like feedback prior to your submission to BPA.

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Thank you for your continued efforts in excellent service to our clients!