**Reopening a case**

1. If the BHP has remained open on a case that a TCM once had contact the BHP (internal and external) and ask them to complete the SED form. In order to receive targeted case management services a client has to be classified as having a Severe Emotional Disability. Send the completed SED form to Renee at [office@transformationsllc.net](mailto:office@transformationsllc.net) and inform her that you would like the client reactivated under your name in My Clients Plus.

There needs to be the following documents:

* A new Needs Assessment
* SED form
* A completed Enrollment packet
* A CAFAS

1. If a BHP has not remained open since closure and there is a need for services a referral needs to be completed via the Transformations website. When filling out the referral make sure you indicate that you are the referral source and that you would like to be assigned to the case. Inform the family that they will be contacted by an assessor before case can be reopened. Janna Winsted, Referral Coordinator, will contact you regarding case assignment.

There needs to be the following documents:

* A new Needs Assessment
* SED form
* A completed Enrollment packet
* A CAFAS