Dear Provider,

Please follow these steps when transitioning your client from IMPACT Plus to Medicaid:

1. Complete an enrollment packet designed specifically for transitioning IP clients:

[click here to find the enrollment packet for transitioning care](https://www.transformationsllc.net/wp-content/uploads/2014/08/transitioning-care-enrollment-pkt-9-151.doc)

1. Complete a CAFAS evaluation with your client and their caregiver.
2. Complete an out-patient treatment request form for your client and submit to their insurance company. When you complete this form, be sure to include your CAFAS and TST results along with a thorough explanation for the level of care you will be providing.

[click here to find the out-patient treatment report form for BEACON/Humana Caresource](http://provider.beaconhs.com/)

[click here to find the out-patient treatment report form for BEACON/Passport](http://provider.beaconhs.com/)

[click here to find the out-patient treatment report form for Wellcare](https://kentucky.wellcare.com/WCAssets/corporate/assets/wellcare_provider_bh_service_request_form_iop_op_02_2013.pdf)

[click here to find the out-patient treatment report form for MHNet](http://www.mhnet.com/web/groups/public/@cvty_regional_mhnet/documents/webcontent/c069752.pdf)

1. Print forms and submit copies to the office for the client file.
2. Write a note documenting your client contact and recommendations for level of care and submit for client chart.

It is that simple!