

# CCIS Intake

CASEWORKER: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ Intake Date: \_\_\_\_\_

CW initials*	Required Documents	NA
	CCIS Intake Form	
	Journal Entry or Journal Entry Request Form	
	PSI or Collateral Information	

\*CW initials signify the documents are attached.

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CQI Date completed: _____	Accurate	Somewhat Accurate	Inaccurate
Program Coordinator initials: _____			
CCIS QA			

**Comments:**

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Caseworker signature and date indicating an understanding of corrections/improvements to be made:

\_\_\_\_\_

- Date (or NA) Packet Returned to CW: \_\_\_\_\_
- Date corrections were re-submitted to Coordinator: \_\_\_\_\_
- Date Packet forwarded to Assistant to enter corrections to CCIS: \_\_\_\_\_
- Date corrections entered on Database: \_\_\_\_\_
- Date Copy for file and Packet returned to CW: \_\_\_\_\_
- Date Original Coversheet filed by Assistant: \_\_\_\_\_

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Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CCIS Termination

CASEWORKER: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ Release Date: \_\_\_\_\_

CW initials*	Required Documents	NA
	CCIS Termination Form	
	Community Service Form	
	Caseworker Release Check List	
	CMIS Financial Page (w/money owed documented if applicable)	
	Excel Spreadsheet	

\*CW initials signify the documents are attached.

CQI Date completed: _____			
Program Coordinator initials: _____	N/A	Accurate	Inaccurate
CCIS QA			
Community Service			
Caseworker Release Check List			
CMIS Financial Page			
Excel Spreadsheet			

**Score:    0    25    50    75    100**

**Comments:**

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Caseworker signature and date indicating an understanding of corrections/improvements to be made:

\_\_\_\_\_

Date (or NA) Packet Returned to CW: \_\_\_\_\_

Date corrections were re-submitted to Program Coordinator: \_\_\_\_\_

Date Packet forwarded to Assistant to enter corrections to CCIS: \_\_\_\_\_

Date corrections entered on Database: \_\_\_\_\_

Date Copy for file and Packet returned to CW: \_\_\_\_\_

Date Original Coversheet filed by Assistant: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_