

The pilot project will start on Monday, March 5, and it will end on Monday, March 30. During that period of time, please have your clinical and administrative staff follow these procedures. **YOU DO NOT HAVE TO WAIT UNTIL YOU RECEIVE THE DEEP PAPERWORK IN ORDER TO PROVIDE SERVICES.**

If you have any questions about these procedures, please call Bill Crane, Ann Levesque, or Susan Long. (Contact information listed below).

DEEP Evaluations:

- After the client has completed an education program, the NEEDS Assessment or JASAE will be scored. The client will then receive a letter from DEEP informing them that they have either completed the requirements for DEEP or that an evaluation is necessary. Along with the letter they will also receive a list of DEEP approved providers as well as a release form.
- When the client calls for an appointment, the agency will schedule an appointment. Please make sure the client has filled out the release and returned it to the DEEP office.
- If the client brings the release to your agency, please notify Ann or Bill at the DEEP office and fax a copy of the release to DEEP. The NEEDS or JASAE will be mailed to the provider immediately. If the appointment is the same day, the material will be faxed.
- Once the evaluation is complete, the provider will mail the evaluation summary and other paperwork back to the DEEP office.

DEEP Completion of Treatment Program Clients:

- When a DEEP client who has not taken the Risk Reduction Program or the Under 21 Program contacts your agency seeking treatment services, see them at your next available time. Have the client sign a release that permits DEEP to send you their paperwork, and advise the client to call the DEEP office to register. The paperwork will be mailed to the agency once the completed Release of Information arrives at the DEEP office.
- Once the prescribed treatment is finished, mail the completed paperwork to the DEEP office.
- Clients that are eligible for a Special License will only be granted the license if they have registered with the DEEP office and paid their fee.

DEEP CONTACTS

Case Managers:

Bill Crane 626-8609
Ann Levesque 626-8608

Program Manager:

Susan Long 626-8610

DEEP Fax Number: 287-3903

Provider Line: 626-8600, press 7 (voice mail only)

DEEP Web Site: <http://www.maine.gov/dhhs/osa/deep/index.htm>

Providers Only Web Area: User name: guest Password: wall\$loan

***Please do not give these numbers to clients!
Have them call the Client Line at 626-8600.***