**ACCESS Appointment Line Calendar Module**

**Version 1.0 of scheduling application will be released September 2015**

**Legal Entities**

**Legal Entity (LE) Process for Using the Calendar Module**

- **LE Provider logs onto SRTS**
- **User selects “Calendar for ACCESS Appointments” link**
- **User selects appointment day and time on provider calendar, and enters following appointment information:**
  - Appointment start & end time
  - Clinic Address*
  - Age Range Served*
  - Language Capability*
  - Clinic Contact Person*
  - Comments
  - Recurrence
- **User saves appointment**
- **Repeat process for each additional appointment slot**
- **Log out of SRTS**

**Note:** Existing available appointments have already been entered by DMH into the SRTS calendar module.

**Appointment Guidelines for Legal Entity Providers**

- Each provider site that is considered a “full scope” location (i.e., where intakes are routinely conducted, an array of mental health services provided) must set aside appointment times for the ACCESS Appointment Line.
- Sites with >1,500 clients are expected to allocate five (5) appointment times per week. Sites with <1,500 clients are expected to allocate three (3) appointment times per week.
- Should a dedicated appointment not be filled by DMH within 48 hours of the appointment, the provider may release it.

**ACCESS Appointment Line Process for Scheduling Appointments in the Calendar Module**

**ACCESS Center**

- **ACCESS receives Urgent Referral**
- **OR**
- **e-Consult Referral and begins request**
- **Search SRTS appointment calendar for available appointment times**
- **Select appointment and input client information**
- **Create new service request in SRTS and enter client information**
  - Attach appropriate documentation to record
  - Complete disposition of request, including appointment time and date
- **Transfer SRTS record to provider assigned the appointment**

**Step 1**

**Step 2**

10/1/2015