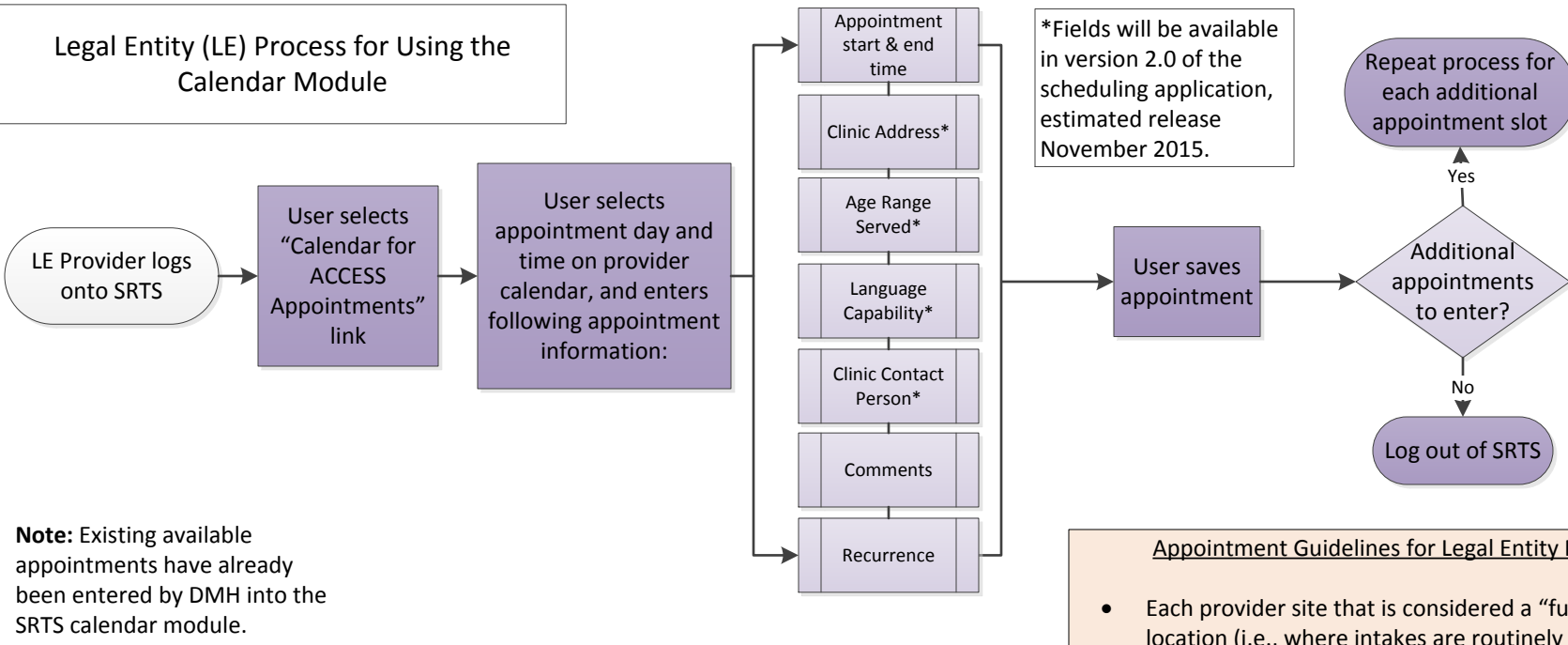


# ACCESS Appointment Line Calendar Module

Version 1.0 of scheduling application will be released September 2015

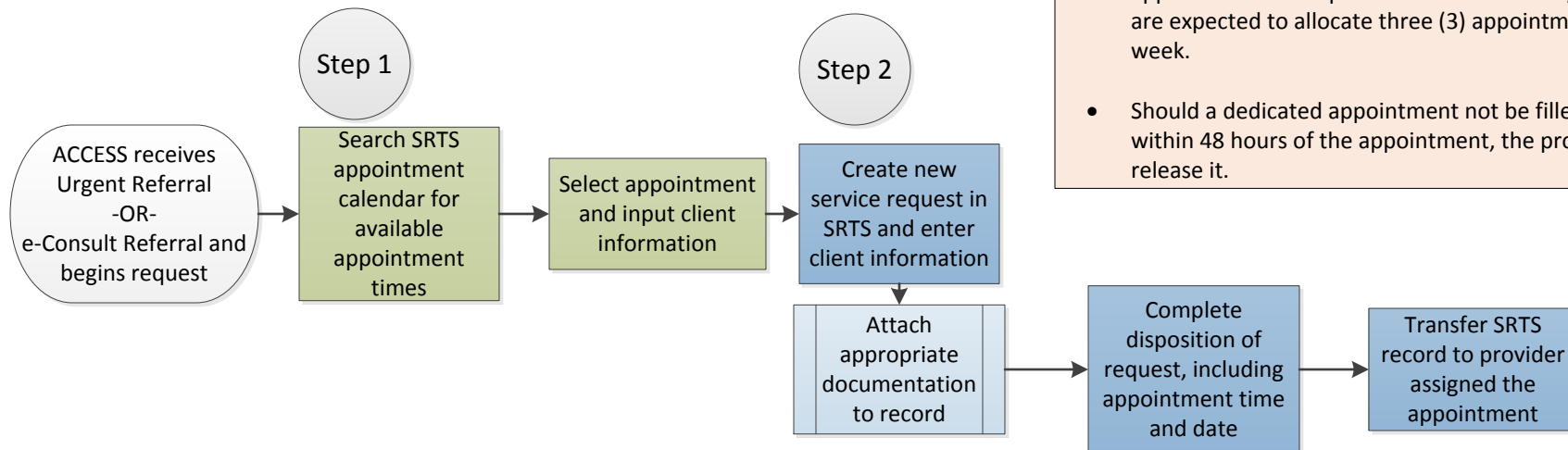
Legal Entities

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



ACCESS Center

## ACCESS Appointment Line Process for Scheduling Appointments in the 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.