



# Bulletin

**NUMBER**

#14-76-02

**DATE**

July 7, 2014

**OF INTEREST TO**

County Directors

Social Services Supervisors  
and Staff

**ACTION/DUE DATE**

Please read information  
and prepare for  
implementation

**EXPIRATION DATE**

July 7, 2016

## Community Based Services Admissions

### TOPIC

Community Based Services has added an Admissions Coordinator to handle program referrals.

### PURPOSE

The purpose of this position is to centralize the admissions process. The Admissions Coordinator will manage, track, and follow-up on all referrals for the Community Based Services programs.

### CONTACT

Minnesota State Operated Community Services; Barb Trytten, Admissions Coordinator, at (651) 766-4118 or [Barbara.trytten@state.mn.us](mailto:Barbara.trytten@state.mn.us)

### SIGNED

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ANNE BARRY  
Deputy Commissioner  
Direct Care and Treatment

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## **I. Background**

Due to a steady increase in referrals, Community Based Services needs to centralize the admissions referral and pre-admissions procedures.

### **A. Position Purpose**

1. Implement admission referral and pre-admission procedures.
2. Communicate with service providers making referrals.
3. Assist with determining the best location for admission.
4. Improve access to services.

## **II. Questions**

Questions regarding referrals and admissions should be directed to the Admissions Coordinator at (651) 766-4118

### **Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling (651) 431-3676 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.