

Department of Social and Health Services
Community Services Division
Social Services Manual

Revision: **205**
Category: **Preparing for the Interview**
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Summary

Remove section from Social Services Manual as part of the Procedure Handbook Expansion workgroup.

~~1.—Research available information to become familiar with the person's situation such as:~~

~~a.——Medical records.~~

~~b.——Social services assessment of Health, Education, and Employment.~~

~~c.——Case notes.~~

~~2.—Include information the person should bring to the interview in the appointment letter such as medical sources, completed activity of daily living forms, or a list of medications with:~~

~~a.——Name of medication.~~

~~b.——Dosage.~~

~~c.——Condition.~~

~~d.——Who prescribed the medication.~~