

ME&E
CDW Required Fields on Enrollment Forms
July 1, 2015

The following information is required to be completed on the Sandhills Center Enrollment Form.

- Members legal name, i.e. William not Billy
- Maiden name for all females
- Pregnancy status
- Address
- Phone #
- Primary Language
- Proficiency in English
- Education
- Employment
- Race
- Ethnicity
- Living Arrangement
- Special Needs/Handicap Accommodations
- Frequency of Attendance/Program Attendance
- Marital Status
- Referral Source
- Arrests
- Family Size/Number in Household
- Household Income
- Veteran Status – include active military and their family members
- Special Needs Accommodations
- Mutual Aid Program
- Traumatic Brain Injury
- Primary Health Insurance
- Opioid Replacement Therapy

Please remember to complete the Clinical Information including diagnosis, target pop and medications if appropriate. Also remember that when entering a substance abuse diagnosis, please be sure to complete the substance abuse input.

DO NOT enter NA, None, or Unknown in the fields. If the information is not completely and accurately entered, your Enrollment will not be approved.

If the diagnosis on the Enrollment or Client Update submitted to Sandhills Center is different than the diagnosis that you are addressing on the SAR, you MUST complete a Client Update adding that diagnosis to the Enrollment.

In an effort to simplify requirements for data that the LME-MCOs submit to the Consumer Data Warehouse (CDW) the Division has eliminated the Screening Record.