

PROCESS FOR SUBMISSION OF EMAILS TO DHCS ALW CCA ASSESSMENTS INBOX

All emails to the ALW Assessment inbox need to comply with the following:

1. No PHI in subject line (i.e.: bene CIN/name/initials/etc.)
2. Use the following subject lines ONLY:

Use Subject Line	For
IA SNF	Initial Assessment - SNF
IA Roll-Comm	Initial Assessment – Rollover/Community
RA	Re-assessments
RA-TC	Re-assessments w/Tier Change
IN	Informing Notices
CCA Change	CCA Change
Facility Change	Facility Change
Move in Date	Move in Date
Follow-up	questions regarding assessments, more information requested by nurses

3. **Emails that do not follow this format will receive this message:**
“The email you sent <date/time> has been deleted unopened because the ALW Assessment Inbox cannot receive any email containing PHI in the subject line or the message subject line did not use a subject format that has been previously approved for use. Please resend your message with the correction.”
4. All attachments should be encrypted with a password. Preferably the attachment file name is that of the Client.
5. Do not include PHI in the body of the email unless sent through encryption software.
6. Each email should only pertain to one client, not multiple clients.