

# Social Services Training Guide

## Contact Info

- Email: [socialservices@spectrahealth.org](mailto:socialservices@spectrahealth.org)
- Phone Extension: 701-757-2100 x1218

## General Appointment Information:

- **SpectraPlan ONLY:** 30 minutes
- **Marketplace:** 90 minutes
- **All other SS needs:** 60 minutes (\*unless approved by Social Services staff\*)

## Appointment Notes

- Include chief complaint (e.g., transportation, RX assistance, insurance, SP)
- Note if patient refused to provide information
- Indicate who approved the visit (medical, dental, SS, Optometry, etc.)
- If not in-person, specify method (Teams, phone, Zoom)
- \*Must be approved/requested by SS staff only\*

## Staff overview

### Kayla Hochstetler

- Supervises SS staff
- Not taking new patients unless approved by Kayla or Charge SW
- Trained in: FTR, Community Connect, ACP, Marketplace
- **Not trained in:** Housing Prioritization Tool (HPT)

### Taylor Becker

- Supervises Social Work Interns
- Focus: SpectraPlan & insurance enrollment
- Trained in: Marketplace, FTR, Community Connect, ACP
- In Larimore every Wednesday
- **Not trained in:** HPT

### Haleigh Stenseth

- SUD Triage Caseworker
- Focus: Patients in recovery
- Triages MAT intake calls and assists with scheduling
- \*Any SS staff can do MAT intake if needed\*
- Trained in: Marketplace, FTR
- **Not trained in:** Community Connect, HPT

## Callie Smith

- Specializes in housing issues
- **Completes HPTs**
- Trained in: Community Connect, FTR, Marketplace

## Christy Cellmer-Bushy

- Can see anyone
- Trained in: Marketplace, FTR, Community Connect
- **Not trained in:** HPT

## Elizabeth Stevens

- Can see anyone
- Trained in: FTR, Community Connect
- **Not trained in:** Marketplace, HPT

## SW Interns

- Can see anyone once trained
- Focus: SpectraPlan, transportation, insurance enrollment
- **Not trained in:** Marketplace

# Social Service Processes, Staff Availability, and Scheduling

## **SS staff schedules are not public, except for:**

- SpectraPlan
- Insurance navigation
- 1-2 same-day spots (available daily)

## Same-Day Appointments

- PSRs may schedule for any reason
- Do **not** schedule until the day of the appointment
- Staff availability varies; holds are placed for flexibility
- Call at **7:30 AM, Monday-Friday** — First Come, First Served

## Scheduling Guidelines

- Patients needing insurance navigation or SpectraPlan: schedule as normal
- If patient is new or hasn't visited in over a year:
- Must be triaged by Charge SS member before scheduling
- If patient presents and no same-day spot is available:
- Ask reason for visit and get MRN
- Say:

"Please give me a few minutes as I reach out to our Social Services team and inquire if anyone is available to come out and see you. Please have a seat until I have an answer."

- Keeps front desk clear for other patients
- Relay SS staff guidance to patient

## extra information

The Housing Prioritization Tool (previously called the VISPDAT) is a vulnerability assessment for housing options. The reason we cannot all complete it is that you have to enter it into a different system that only Callie has access to, due to a previous grant position. Anybody who comes in specifically asking to complete a VISPDAT or Housing Prioritization Tool, should be referred to the Charge Social Services staff for the day to be triaged. Patients can also be referred to the Mission to complete this assessment.

Free Through Recovery (FTR) is a collaborative program with the ND DHS Behavioral Health Division and the Department of Corrections and Rehabilitation (DOCR) for individuals involved in the justice system who have behavioral health concerns. Spectra Health provides Care Coordination services for individuals referred to us from the FTR program. Referrals for this program HAVE to come from probation/parole so we cannot enroll someone in the program. Free Through Recovery | Health and Human Services North Dakota

Community Connect is a collaborative program with the ND BHS Behavioral Health Division. Spectra Health provides Care Coordination services for individuals referred to us from the Community Connect program. Patients need to complete application for Community Connect, select Spectra Health as their preferred provider and be approved in order to access these services. Community Connect | Health and Human Services North Dakota

## SW/BH/Optom Checklists



### Start of day

Task	Notes
Turn lights on	
Log into computer/phone	Turn scanner on
Log into Epic and Teams	
Tend to Teams/Provider requests	For example: When a provider is out, rescheduling
Collect chart prep from optom area	
Check voicemails, return patient calls	
Work on patient MyChart messages for your department	
Start chart prep	
Confirmation calls	Typically done before noon



Reminder - check voicemails throughout the day and return patient calls as time allows.



## Weekly

Please remember to check the waitlist for your department.

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