



## Enrollment of Clients Outside of Home LCU Effective November 2022

It is recommended that enrollment and case management of clients be handled in the home Local Coordinating Unit (home LCU) of a woman's county of residence ("where she sleeps"). There are circumstances when this may not apply.

- It is the responsibility of the outside LCU to explain the *Women's Way* structure and enrollment process, so the potential client will understand that her standard point of contact is the local coordinator of her home LCU.
  - Client preference is an important consideration, although not the only determining factor.
  - Other influential factors include where the client receives screening services and the distance from the health care facility in the county where she lives.
  - Communication with the home LCU regarding the client's preference must be documented in the progress notes.
  - If an outside LCU manages a woman, a note should be added to CaST's baseline comments.
- When a clinic enrolls a new client, the paperwork will be sent to the LCU in which the clinic is located.
  - If the enrolled client resides outside this LCU service area, paperwork will be sent to the home LCU unless the client prefers to continue services with the outside LCU.

Last review date	
08/2011	bas
11/2022	Bas