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**TECHNICAL ASSISTANCE MEMO #3**

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**DATE:** DECEMBER 7, 2007  
**TO:** ALL SWWDC SERVICE PROVIDERS  
**FROM:** AMY GIMLIN, SWWDC PROGRAM COORDINATOR  
**RE:** DOCUMENTING GLOBAL EXCLUSION

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A global exclusion is an exit outcome case managers can use if something that is out of our control happens to the participant. By using the specified exit outcome they are excluded from all performance measures. A global exclusion can be used up to the 3<sup>rd</sup> quarter after exit. Global exclusions include:

- Institutionalized
- Health/Medical
- Family Care
- Deceased
- Reserve Forces Called to Active Duty
- Relocated to a Mandated Program (youth only)
- Invalid, Missing, or refused to provide Social Security Number

In order to use one of the above exclusions, there must be documented proof of the exclusion in the participant's file and it must be noted in the SKIES case notes. If the exclusion occurs while the participant is in the current stage of the program, the case manager would exit that participant using the appropriate exit outcome. If the exclusion occurs after exit, but prior to 3<sup>rd</sup> quarter after exit the case manager would document the exclusion in the follow up plan of SKIES. In the SKIES follow up service plan, the case manager would open a follow up service using one of the following drop down choices:

- Exit Exclusion – Institutionalized
- Exit Exclusion – Health/Medical
- Exit Exclusion – Family Care
- Exit Exclusion – Deceased
- Exit Exclusion – Returned to Active Duty
- Exit Exclusion – Mandated to a Residential Program
- Exit Exclusion – Invalid SSN

The follow up service activity will always trump the previously reported exit outcome. Also confirm the appropriate supporting documentation is in the file and SKIES case notes are completed.

AG