GUIDANCE FOR NO CONTACT LETTERS

IPP No Contact Letters

1. Date is set in the following format, May 1, 2018.
2. There are 4 lines for the parent’s name and address. If the 4th line is not used, delete it.
3. If the parent’s name in ITEAMS is “unknown,” write the parent’s name as, “Parent(s) of Mickey Mouse.”
4. Fill-in the parent’s name in the salutation. If parent’s name is unknown, fill-in the salutation as “Dear Parent.”
5. Body of the letter,

* the first fillable slot is the child’s full name; such as, “Mickey Mouse;”
* change the phone number to the SC’s phone number;
* the second fillable slot is the child’s first name; such as, “Mickey;”
* the third fillable slot is the date within 10 days that the record will be closed, for example, today is May 1, 2018, and the record will be closed May 11, 2018, if the family does not respond.

1. Delete the name and title of “Camille Verdugo,” and change it to your own.
2. Email the letter to Camille at [camille@azcooperativetherapies.org](mailto:camille@azcooperativetherapies.org) to be mailed from the office.
3. Upload the letter into Central Reach.
4. Your billing should reflect .25 for the NCL.

Ongoing No Contact Letters

1. Date is set in the following format, May 1, 2018.
2. There are 4 lines for the parent’s name and address. If the 4th line is not used, delete it.
3. If the parent’s name in ITEAMS is “unknown,” write the parent’s name as, “Parent(s) of Mickey Mouse.”
4. Fill-in the parent’s name in the salutation. If parent’s name is unknown, fill-in the salutation as “Dear Parent.”
5. Body of the letter,

* the first fillable slot is the child’s full name; such as, “Mickey Mouse;”
* change the phone number to the SC’s phone number;
* the second fillable slot is the date within 10 days that the record will be closed; for example, today is May 1, 2018, and the record will be closed May 11, 2018, if the family does not respond;
* the third fillable slot is the child’s first name; such as, “Mickey.” Notice there is already an “**’s**” to denote you are speaking about the child’s record.

1. Delete the name and title of “Camille Verdugo,” and change it to your own.
2. Email the letter to Camille at [camille@azcooperativetherapies.org](mailto:camille@azcooperativetherapies.org) to be mailed from the office.
3. Upload the letter into Central Reach.
4. Your billing should reflect .25 for the NCL.

Changes for IPP and Ongoing No Contact Letters – Spanish

1. Change the salutation to match the parent’s name and delete the other ending; such as, Estimada Minnie.
2. In the first line of the letter, change “hijo(a)” as necessary to match the child’s gender; such as, su hija, Minnie Mouse.