



### Casewatch User Request Form

Agency: \_\_\_\_\_ Request Date: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

User Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Casewatch User Request type:  New User  Existing User, Add Service Category(ies)  Reinststate User

Replacing an Existing Casewatch User? (User Account being replaced will be deactivated.)  No  Yes

If Yes, Name of User Being Deactivated: \_\_\_\_\_ Title \_\_\_\_\_

Casewatch Access Request type:  Administrative (Reports, Invoicing, etc.)  Provider (No direct data entry)  Data Entry

Service Category(ies) Requested:

1. Service Category: \_\_\_\_\_ Contract Number: \_\_\_\_\_

2. Service Category: \_\_\_\_\_ Contract Number: \_\_\_\_\_

3. Service Category: \_\_\_\_\_ Contract Number: \_\_\_\_\_

4. Service Category: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Agency Supervisor Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Agency Supervisor Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### DHSP USE ONLY

Determination:

Indefinite approval until deactivated for the following service category(ies):  1  2  3  4

Temporary approval until (Date) \_\_\_\_\_ for the following service category(ies):  1  2  3  4

Not approved for the following service category(ies):  1  2  3  4

Denial reason: \_\_\_\_\_

1. Program Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

2. Program Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

3. Program Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

4. Program Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_