

**St. Lawrence County
Single Point of Access (SPOA) Committee**

**UNIVERSAL REFERRAL FORM
FOR CARE MANAGEMENT AND RESIDENTIAL SERVICES**

Name of Individual: _____ DOB: _____

Current Address: _____

I agree to be considered for one of the following adult case management and/or housing services: Assertive Community Treatment, Intensive Case Management, Care Management, Supported Housing Case Management, Peer Supported Case Management, Family Care, Northwood Manor, Gateway, North Country Transitional Living Services Community Residence and SRO. I have been informed as to the nature of these services and understand that participation in any of these programs is voluntary.

I understand that with my agreement, acceptance into one of the above programs is decided by St. Lawrence County's Single Point of Access Committee. I understand that this committee is comprised of representatives from community agencies as well as consumer advocates. Community agencies represented include, but are not limited to: St. Lawrence Psychiatric Center, St. Lawrence County Community Services Chemical Dependency Clinic, United Helpers Mosaic, Office for Persons with Developmental Disabilities, Cerebral Palsy Association of the North Country, Intensive Case Management, STEP by STEP, Transitional Living Services, Claxton Hepburn Medical Center, ACR Health, CNYHHN, Inc., and St. Lawrence County Community Services.

I understand that the members of this committee are bound to maintain the highest standards of confidentiality defined by law and are not to disclose information that identifies me personally, outside of the SPOA Committee process. I understand that it is the role of the committee to oversee the use of adult case management/housing services in St. Lawrence County and to decide which level of service, depending upon availability and program eligibility requirements, is most appropriate for each individual based on their needs and desires. In making its decision, the committee will use and possibly discuss all information provided by the individual agency representatives regarding my circumstances. I understand that I may request that an agency which possesses my protected health information, exclude or hold private specific information from SPOA Committee consideration.

By signing this authorization I give my permission for members of the Single Point of Access Committee to share information necessary to describe my situation, and to determine the most appropriate service or services based on my needs and desires. I understand that upon my written request, I may withdraw my permission to share information (except for actions already taken) at any time without jeopardizing my current treatment or any future applications for these services. Unless my permission is withdrawn I understand at this time that this request/authorization will remain in effect as long as I continue to receive the services covered by this committee.

Individual's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Withdrawal of Request/Authorization

I voluntarily withdraw my request for case management and housing services and in doing so withdraw my authorization for the Single Point of Access Committee to continue to share information regarding my circumstances. I understand that this withdrawal does not cover actions that have already been taken by this committee.

Individual's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

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Referred to: (please check all that you prefer)			
Care Management		Residential Services	
_____ Assertive Community Treatment (ACT)		_____ Family Care	
_____ Intensive Case Management (ICM)		_____ Northwood Manor	
_____ Care Management		_____ Gateway	
_____ Supported Housing Case Management (SHCM)		_____ NCTLS (Gouv.) CR	
_____ Peer Supported Case Management (PSCM)		_____ SRO	
Eligible for Long Term Stay Funding: ___Y___N		Eligible for Transformation Plan Supportive Housing Funding: ___Y___N	
Individual Being Referred			
Name:		Sex:	DOB: Age:
Address:			County:
Phone:	Social Security #:		Marital Status:
Religion:	Legal Status:		Veteran: ___Y___N
Current Living Arrangement:			
Health Insurance			
Medicare:		Medicaid:	Private:
Financial Information/sources of income (If applied and not yet receiving a potential source of income, please describe & give date of application)			
Monthly Income:		Employer:	
SSI:	SSD:	PA:	VA:
Alimony:	Child Support:	Retirement:	Other:
Existing Rep. Payee? ___Y___N (Name, address, phone #)			
Emergency Contact			
Name:		Relationship:	Phone:
Address:			
Referred By			
Name:		Title:	Agency:
Address:		Phone:	
		Fax:	

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Psychiatric Data			
Diagnosis and Code:			
Current Mental Health Services (Include Name and Phone Number of Clinic, Primary Therapist, Psychiatrist And/or Relevant Providers)			
Other Agencies Involved With This Individual			
Psychiatric Hospitalizations			
Currently Hospitalized: <input type="checkbox"/> Y <input type="checkbox"/> N	Admission Date:	Anticipated/Actual Discharge Date:	
Where will the individual be referred upon discharge, if not already linked to outpatient mental health services?			
Psychiatric Hospitalizations within the LAST YEAR (Dates, Locations, Reasons)			
Date	Location	Reason	
Current Medications (Dosage and Frequency) (Psychiatric and Medical)			
Medication Name	Dosage	Frequency	
Risk Factors	Yes	No	Comments
Drug/Alcohol Abuse/Use			
Non-Compliance With Treatment			
AOT Referred			

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Risk Factors (cont)	Yes	No	Comments
Mild or Moderate Stress Creates Exacerbation of Symptoms			
Difficulty Coping with Major or Multiple Medical Problems			
Suicide Attempts			
Self-Injurious Behavior			
Trauma			
Sexual Misconduct			
Sexual Offender			Level:
Problems with Self Direction/Concentration			
Difficulty With Self Care			
Difficulty with ADL's			
Lack of Support System			
Frequent Crisis Contacts			
Parent/Child Problems			
Chronic Vocational/Economic Problems			
Property Damage			
History of Violence			
Temper Outbursts			
Incarceration			
Chronic Housing Problems			
Chronic Legal Problems			
Nighttime Agitation (Housing Only)			
Incontinence (Housing Only)			
Elopement (Housing Only)			
Smoke with Supervision (Housing Only)			
Criminal History			
Offense	Outcome		Date
Safety Concerns			
Safety concerns are addressed to assure that case managers can safely go into the home			
Safety issues around this person or others in the household? <u> </u> Y <u> </u> N (Explain)			
Firearms, swords, weapons in the home? <u> </u> Y <u> </u> N (Explain)			
Animals in the home (dogs that are dangerous)? <u> </u> Y <u> </u> N (Explain)			
Medical Information (Housing Only)	Yes	No	Comments
Physical Exam (Within 1 year)			
Mantoux Test (Within 1 year)			

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Medical Information (Housing Only)	Yes	No	Comments
Cardiac/COPD Problems			
Diabetes			
Seizure Disorder (Indicate Date of Last Seizure)			
Allergies			
Special Diet			
Limited Ambulation			Able to do stairs?
Any Restriction of Activities			
Social Data			
Current Day/Social Programs:			
VESID:		Employment/Training Hx:	
Any Previous Supervised Living (date/location):			
Family Care	Y	N	Date:
Gateway	Y	N	Date:
Northwood	Y	N	Date:
SRO	Y	N	Date:
NCTLS CR	Y	N	Date:
Independent Living	Y	N	Date:
Other			
Statement of Need			
(Describe what the person sees as his/her concrete case management needs in terms of advocacy, linkage, monitoring or state the reason(s) individual needs requested level of housing.)			

Signature of Individual Making the Referral: _____ Date: _____

Signature of Individual Being Referred: _____ Date: _____

SEND REFERRAL FORM TO: Lindsay Newvine, Mental Health Services Coordinator: FAX# (315) 393-6461 (OR) 206 Ford Street, Suite 105, Ogdensburg, NY 13669 Phone: (315) 229-3871

*****TO PROCESS THIS REFERRAL WE NEED ALL INFORMATION ON FORMS TO BE COMPLETE AND ATTACHMENTS RECEIVED*****

ATTACHEMENTS NEEDED FOR CARE MANAGEMENT INCLUDE:

- ___ Most Recent Psychiatric and Social Assessment (include an updated summary if PSA is more than 1 year old), AND
- ___ Most Recent Discharge Summary (if hx of hospitalization)

ATTACHMENTS NEEDED FOR RESIDENTIAL SERVICES INCLUDE THOSE LISTED ABOVE AND:

- ___ Statement of Ability to Self-Medicate (completed by Psychiatrist)
- ___ Authorization for Restorative Services of Community Residences (completed by Psychiatrist)

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Authorization for Restorative Services of Community Residence
****NOT Required for Family Care, Northwood Manor, SRO****

Initial Authorization

Semi-Annual Authorization

Annual Authorization

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"

Individual's Name: _____

Individual's Medicaid Number: aaaaaaaaaaaaaaaaaaaaaaaaaa"

"

Axis I Diagnosis and Code:

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Statement of Ability to Self-Medicare

Resident's Name: _____ **C#:** _____

	Yes	No
Independently	<input type="checkbox"/>	<input type="checkbox"/>
With Supervision	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Physician's Signature

Date