CHILDREN AND YOUTH
SPOA REFERRAL/APPLICATION INSTRUCTIONS

The Referral Form and any relevant documentation must be sent together. A Referral Form without the relevant documentation cannot be processed. This additional and required information will aid us in thoroughly assessing the client's mental health and other needs.

Examples of relevant documentation:

- **Copies of all clinical summaries**
- **Educational information (e.g., IEP, psychological evaluations, teacher observations)**
- **Any other relevant documentation**

The completed Referral/Application form may be

- **Saved as a .pdf to your computer**
- **Printed**

Completed Referral/Application forms and all relevant documentation may be delivered via email, fax or USPS mail as follows:

KWilliams@Lakeviewhs.org

315.789-0555 Fax

Ontario County Children and Youth SPOA Coordinator
Lakeview Health Services, Inc.
609 West Washington St.
Geneva, NY 14456

Please feel free to call or email with any questions regarding the SPOA process.
315.787.0550 Office Phone KWilliams@Lakeviewhs.org

Children's Single Point of Access Application Part 1

Youth Applicant's Identifying Information			
Legal Last Name	Legal First Name	MI	Date of Birth

Directions: Complete this form and submit to the youth applicant's C-SPOA of origin to apply for C-SPOA Coordination.
Note: To apply for Youth Assertive Community Treatment (ACT), Children's Community Residence (CCR), or Residential Treatment Facility (RTF), submit this completed form and the C-SPOA Application Part 2 to C-SPOA.

☐ Check this box if submitting this application with the C-SPOA Part 2 Application for Youth ACT, CCR and RTF.

Youth Applicant Information

Youth's Name in Use

Pronouns in Use

Sex assigned on youth's birth certificate
☐ Male
☐ Female

Gender Identity
☐ Agender ☐ Nonbinary/Genderqueer
☐ Female ☐ X
☐ Male ☐ Other: _____

Youth's Race – select all that apply
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Primary Language/Means of Communication:

Is the youth fluent in English?
☐ Yes ☐ No

Youth's Ethnicity
☐ Hispanic ☐ Non-Hispanic

SSN

County of Origin

Permanent Home Address, if applicable

Current Location (if different from home)

Does the youth have Medicaid coverage? ☐ Yes ☐ No

Medicaid/CIN#

Check if the youth is eligible for any of the following:
☐ Title IV-E ☐ SSI ☐ SSDI

People with the following immigration status may be eligible for Medicaid:
- Citizen
- Permanent resident (green card holder)
- Refugee or asylee
- U or T visa holder (for victims of crime or trafficking)
- Employment authorization card holder
- Deferred Action for Youthhood Arrivals (DACA) recipient

Does the youth's immigration status fall into one of the above categories? ☐ Yes ☐ No

Is documentation available to confirm the youth's immigration status falls into one of the above categories? ☐ Yes ☐ No

Does youth have private health insurance? ☐ Yes ☐ No

Insurance Plan

Insurance Policy Number

Is youth enrolled in Health Home Care Management/Coordination?
☐ Yes ☐ No ☐ Unknown

If the child is enrolled in Health Homes Serving Children or Health Homes Serving Individuals with ID and/or DD, provide contact info.:
Agency & HHCM/CCO Name:_____
Phone Number:_____ Email:_____

Referrer Contact information (if other than caregiver)

Name/Title of Referrer

Referring Organization/Program

Address of Referrer

Referrer Phone

Referrer Fax

Referrer Email

Children's Single Point of Access Application Part 1

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Caregiver Contact #1 Information		Caregiver Contact #2 Information	
Full Name Primary Contact? ☐		**Full Name** Primary Contact? ☐	
Address		**Address**	
Phone	**Email**	**Phone**	**Email**
Relationship to Youth	**Legal Guardian?** ☐ Yes ☐ No	**Relationship to Youth**	**Legal Guardian?** ☐ Yes ☐ No
Caregiver Primary Language	**Fluent in English?** ☐ Yes ☐ No	**Caregiver Primary Language**	**Fluent in English?** ☐ Yes ☐ No

Legal /Custody Status

- ☐ Both parents together
- ☐ Biological father only
- ☐ Biological mother only
- ☐ Joint custody
- ☐ Adoptive Parent(s)
- ☐ OCFS and Family Court. Identify Status
  - ☐ Case Pending
  - ☐ Person In Need of Supervision (PINS)
  - ☐ Youthful Offender
  - ☐ Juvenile Offender
  - ☐ Juvenile Delinquent
  - ☐ Restrictive Placement
- ☐ Other, Relative
- ☐ Emancipated Minor
- ☐ DSS. Identify locality:
- ☐ ACS. Identify Case Planning agency:

Please note any details about custody status (e.g. restricted access):

Reason for C-SPOA Coordination Referral

Reason for referral (Identify service needs and interests. Attach additional sheet if needed.)

Mental Health Diagnosis (if known)

Does the child have a mental health diagnosis? ☐ Yes ☐ No ☐ Unknown	**If so, what is the primary diagnosis?**
	When was the diagnosis made?
Has a Licensed Practitioner of the Healing Arts determined that the youth meet criteria for serious emotional disturbance? ☐ Yes ☐ No ☐ Unknown	**If so, when was the determination made?**

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Children's Single Point of Access Application Part 1

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Intellectual and Developmental Disability Diagnosis (if known)	
Does the child have an intellectual and/ or developmental disability diagnosis? ☐ Yes ☐ No ☐ Unknown	**If so, what is the diagnosis?**
	When was the diagnosis made?

IQ Testing Scores (if available)			
Full Scale	**Verbal Subscale** as applicable	**Non-Verbal Subscale,** as applicable	**Test date**

Current Providers	
School and grade	**Therapist/Therapist's agency**
Psychiatric Medication Prescriber/agency	**Other service provider/agency**

Additional Service Information	
Number of psychiatric hospitalizations in the previous 12 months	**Number of Emergency Department visits in the previous 12 months**
Is the youth currently eligible for Home and Community Based Services? ☐ Yes ☐ No ☐ Application Pending ☐ Unknown	
Is youth currently receiving preventive services through DSS or ACS? ☐ Yes ☐ No ☐ Unknown	**If yes, name of Prevention provider**
Is the youth currently in foster care? ☐ Yes ☐ No ☐ Unknown	**Is the youth freed for adoption?** ☐ Yes ☐ No ☐ Unknown
Is the youth currently OPWDD eligible? ☐ Yes ☐ No ☐ Application Pending	**Is the youth currently eligible for OPWDD Home and Community Based Services?** ☐ Yes ☐ No ☐ Application Pending
Other systems involvement (e.g., child welfare, etc.) – Please specify	

Preliminary Eligibility for Health Home Case Management — check here if the youth has HHCM			
Does the youth have two or more chronic conditions (e.g., asthma, diabetes, substance use disorder)?	☐ Yes	☐ No	☐ Unknown
Does the youth have HIV/AIDS?	☐ Yes	☐ No	☐ Unknown
Do you believe the youth has a Serious Emotional Disturbance? (Youth meets one of the below criteria) • Difficulty with self-care, family life, social relationships, self-control, or learning • Suicidal symptoms • Psychotic symptoms (hallucinations, delusions, etc.) • Is at risk of causing personal injury or property damage • The youth's behavior creates a risk of removal from the household	☐ Yes	☐ No	☐ Unknown
Has the youth been exposed to multiple traumatic events that have left a long-term and wide- ranging impact?	☐ Yes	☐ No	☐ Unknown

Youth Applicant's Information			
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REQUIRED CONSENT FOR RELEASE OF INFORMATION
for Single Point of Access (SPOA), _____County ("County")

This authorization must be completed by the referred individual or his/her legal guardian/personal representative. This authorization permits the use, disclosure and re-disclosure of Protected Health Information (PHI) in accordance with State and Federal laws and regulations that govern the release of confidential records, as well as Title 42 of the Code of Federal Regulations that governs the release of drug & alcohol records for the purposes of care coordination, delivery of services, payment for services, and health care operations.

I AUTHORIZE communication with, and an exchange of Personally Identifying Information (PII) and PHI between, the County Single Point of Access (SPOA) team (comprised of County and state employees as well as representatives of local service providers), Other Provider(s) (see attached list of Providers on page 3); **AND** the Referral Source (Person / Title / Agency / School or Correctional Facility): _____

DESCRIPTION OF INFORMATION to be used / disclosed and re-disclosed *(check ALL that apply):* ☐ **ALL listed below**

- ☐ Referral (including contact info)
- ☐ Psychiatric Evaluation/Assessment
- ☐ Mental Health/Psychosocial Assessment
- ☐ Psychological &/or Neurological Tests
- ☐ Documentation of Medical Necessity
- ☐ Psychosocial History and Assessment
- ☐ Family Planning Information
- ☐ Inpatient/Outpatient Treatment
- ☐ Financial &/or Insurance Info
- ☐ Discharge Summary/Treatment Plan
- ☐ Pre-Sentence Investigation Report
- ☐ HIV/AIDS-related Information
- ☐ Other (specify): _____
- ☐ Diagnosis
- ☐ Physical Health
- ☐ Medications (past & present)
- ☐ Substance Use
- ☐ School Records (including testing)

PURPOSE OR NEED FOR INFORMATION:
Allow SPOA to: make referrals to appropriate providers; consult regarding care; participate in care management services; provide discharge planning information to the providers listed on page 2; coordinate care among providers and through Health Homes; and facilitate participation in services accessed through SPOA.

I UNDERSTAND and ACKNOWLEDGE:

- This information must not be used, disclosed, or re-disclosed for any other purpose not covered under this authorization;
- With some exceptions, health information once disclosed may be re-disclosed by the recipient. If I am authorizing the release of information related to HIV/AIDS-related, alcohol or drug treatment, or mental health treatment, the recipient is prohibited from re-disclosing such information or using the disclosed information for any other purpose without my authorization unless permitted to do so under federal or state law or regulation;
- I am authorizing the re-disclosure of above-described information to the providers identified on page 2 of this form for the purposes identified on this form;
- I have the right to revoke (take back) this authorization at any time. My revocation must be in writing on a form provided by **County.** I am aware that my revocation does not affect information disclosed while the authorization was in effect;
- I do not have to sign this authorization and that my refusal to sign will neither affect my ability to obtain treatment, nor my eligibility for benefits;
- I have the right to inspect and copy my own PHI to be used/disclosed (in accordance with the requirements of the federal privacy protection regulations found under 45 CFR § 164.524);

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I HEREBY AUTHORIZE the use, disclosure, and re-disclosure of the indicated PHI by and to the parties identified on this release as often as necessary to fulfill the purpose(s) identified above, and this authorization will expire: (check one)

☐ When the individual named herein is no longer receiving services from County SPOA;

☐ One Year from the date of signature; ☐ Other: _____

I CERTIFY THAT I AUTHORIZE the use of the PHI as set forth in this document. By signing this authorization, I acknowledge that I have read and understand it. The facility, its employees, officers and physicians are hereby released from any legal responsibility or liability from the disclosure of the above information to the extent indicated and authorized herein.

SIGNATURE of Individual, Parent or Legal Guardian **Printed Name of Individual signing** **Date**

Description of Authority of Personal Representative

SIGNATURE of WITNESS **Printed Name of Witness/Title** **Date**

List of agencies with which the SPOA Comittee is permitted to exchange information

Youth Applicant's Information			
Legal Last Name	Legal First Name	MI	Date of Birth

COMMUNICATION PREFERENCES

County SPOA wants to respect your wishes regarding communication. Please indicate your preferences below.

US Mail

Can we send mail to your address with our return address on the envelope? ☐ Yes ☐ No

Telephone:

When calling, can we say we are County SPOA (Single Point of Access)? ☐ Yes ☐ No

Are we able to leave a voicemail at the telephone number(s) provided? ☐ Yes ☐ No

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PERMISSION FOR ELECTRONIC COMMUNICATION

I understand the transmission of electronic information may not be secure. E-mails and cell phone communications are unencrypted, and other concerns may exist including but not limited to: email and faxes may accidently be sent to the wrong person; content may be changed without knowledge; copies may exist; some e-mails may contain harmful viruses; cell phone communications may be intercepted or heard by others; texting leaves a record of communication; and there is a risk of loss of device with information on it.

BY SIGNING BELOW, I HEREBY AUTHORIZE County Mental Health SPOA Team permission to correspond ***with me*** via *(check all that apply)*:

☐ FAX Fax Number: _____

☐ E-MAIL Email Address: _____

☐ CELL PHONE Phone Number: _____

☐ TEXT MESSAGE Phone Number: _____

I understand this permission may be cancelled by me at any time but cannot apply retroactively to communication that has already been sent.

_____ _____ _____

SIGNATURE of Individual, Parent or Legal Guardian **Printed Name of Individual signing** **Date**

_____

Description of Authority of Personal Representative

_____ _____ _____

SIGNATURE of WITNESS **Printed Name of Witness/Title** **Date**

NYS Conference of Local Mental Hygiene Directors, Inc.

Youth Applicant's Information			
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Optional Children's Single Point of Access (C-SPOA) Patient Information Retrieval Consent

_____
Name of SPOA County

The SPOA Committee may get health information, including your youth's health records, through a computer system run by_____, a Regional Health Information Organization (RHIO) A RHIO uses a computer system to collect and store health information, including medical records, from your youth's doctors and health care providers who are part of the RHIO. The RHIO can only share your youth's health information with people who you say can see or get such health information.

The SPOA Committee may also get health information, including your youth's history of services reimbursed by Medicaid through a computer system called PSYCKES, which is run by the New York State Office of Mental Health. PSYCKES is a computer system maintained by the New York State Office of Mental Health that contains health information from the NYS Medicaid database, health information from clinical records, and information from other NYS health databases. For an updated list and more information about the NYS health databases in PSYCKES, visit www.psyckes.org and see "About PSYCKES."

If you agree and sign this form, SPOA Committee members are allowed to get, see, read and copy ALL of your youth's health information (including all of the health information obtained from the RHIO and/or from PSYCKES) that they need to arrange your youth's care, manage such care or study such care to make health care better for patients. The health information they may get, see, read and copy may be from before and after the date you sign this form. Your health records may have information about illnesses or injuries your youth had or may have had before; test results, like X-rays or blood tests; and the medicines your youth is now taking or has taken before. Your youth's health records may also have information on:

- Alcohol or drug use problems
- Birth control and abortion (family planning)
- Genetic (inherited) diseases or tests
- HIV/AIDS
- Mental health conditions
- Sexually transmitted diseases
- Medication and Dosages
- Diagnostic Information
- Allergies
- Substance use history summaries
- Clinical notes
- Discharge summary
- Employment Information
- Living Situation
- Social Supports
- Claims Encounter Data
- Lab Tests

Health information is private and cannot be given to other people without proper permission under New York State and U.S. laws and rules. The providers that can get and see your youth's health information must obey all these laws. They cannot give your youth's information to other people unless an appropriate guardian agrees or the law says they can give the information to other people. This is true if health information is on a computer system or on paper. Some laws cover care for HIV/AIDS, mental health records, and drug and alcohol use. The providers that use your youth's health information and the SPOA Committee must obey these laws and rules.

Please read all the information on this form before you sign it:

☐ **I GIVE CONSENT** for the SPOA Committee to access ALL of my youth's health information through the RHIO and/or through PSYCKES to provide my youth care or manage my youth's care, to check if my youth is in a health plan and what the plan covers.

☐ **I DENY CONSENT** for the SPOA Committee to access ALL of my youth's health information through the RHIO and/or through PSYCKES; however, I understand that my provider may be able to obtain my information even without my consent for certain limited purposes if specifically authorized by state and federal laws and regulations.

NYS Conference of Local Mental Hygiene Directors, Inc.

Patient Information Sharing Consent

Details About Patient Information and the Consent Process

1. **How will SPOA providers use my information?**

   If you agree, SPOA providers will use your health information to:
   - Coordinate your health care and manage your care;
   - Check if you have health insurance and what it pays for; and
   - Study and make health care for patients better.

   The choice you make does NOT let health insurers see your information to decide whether to give you health insurance or pay your bills.

2. **Where does my health information come from?**

   Your health information comes from places and people that gave your health care or health insurance in the past. These may include hospitals, doctors, drugstores, laboratories, health plans (insurance companies), the Medicaid program, and other groups that share health information. For a list of the information available in PSYCKES, visit the PSYCKES website at www.psyckes.org and see "About PSYCKES" or ask your treatment provider to print the list for you.

3. **What laws and rules cover how my health information can be shared?**

   These laws and regulations include New York Mental Hygiene Law Section 33.13, New York Public Health Law Article 27-F, and federal confidentiality rules, including 42 CFR Part 2 and 45 CFR Parts 160 and 164 (which are the rules referred to as "HIPAA").

4. **If I agree, who can get and see my information?**

   The only people who can see your health information are those who you agree can get and see it, like doctors and other people who work for the SPOA and who are involved in your health care and people who work for a SPOA provider who is giving you care to help them check your health insurance or to study and make health care better for all patients.

5. **What if a person uses my information and I didn't agree to let them use it?**

   If you think a person used your information, and you did not agree to give the person your information, call one of the providers you have said can see your records, the SPOA at_____, the United States Attorney's Office at (212) 637-2800, or the NYS Office of Mental Health Customer Relations at 800-597-8481.

6. **How long does my consent last?**

   Your consent will last until the day you take back your consent, or if the SPOA stops working, or three years after the last date of service from the SPOA, whichever comes first.

7. **What if I change my mind later and want to take back my consent?**

   You can take back your consent at any time by signing a Withdrawal of Consent Form and giving it to the SPOA. You can get this form by calling_____. Note: Even if you later decide to take back your consent, providers who already have your information do not have to take it out of their records.

8. **How do I get a copy of this form?**

   You can have a copy of this form after you sign it.

Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

Youth Applicant's Identifying Information			
Legal Last Name	Legal First Name	MI	Date of Birth

Directions: To apply for Youth Assertive Community Treatment (ACT), Children's Community Residence (CCR), or Residential Treatment Facility (RTF), complete and submit the C-SPOA Part 1 and this Part 2 application to the applicant's C-SPOA of origin.

Note: If an update to the information provided in the application occurs within 90 days of the initial submission, updates can be provided by re-submitting the form, with updates to relevant section(s) and selecting "check this box if no information has changed" for all others.

Section 1: Referral Type ☐ If resubmitting within last 90 days, check this box if no information has changed.

Select the program type(s) to which the youth applicant/family is pursuing access:

☐ OMH Youth Assertive Community Treatment (ACT)

Not available statewide. Confirm applicant resides in one of the following catchment counties:

- ☐ Albany/Schenectady
- ☐ Bronx
- ☐ Brooklyn
- ☐ Broome
- ☐ Chemung/Steuben
- ☐ Cortland/Chenango
- ☐ Erie/Niagara
- ☐ Fulton/Montgomery
- ☐ Manhattan
- ☐ Monroe
- ☐ Nassau
- ☐ Oneida
- ☐ Onondaga
- ☐ Orange
- ☐ Queens
- ☐ Saratoga/Warren/Washington
- ☐ Staten Island
- ☐ Suffolk
- ☐ Westchester

☐ OMH Children's Community Residence (CCR)

☐ OMH Residential Treatment Facility (RTF)

For OPWDD use only: ☐ Referral for OLV ITP RTF

Section 2: Reason for Referral ☐ If resubmitting within last 90 days, check this box if no information has changed.

What are the current symptoms which require treatment and support? Describe the frequency, intensity, duration, and risk of harm for each symptom present.

Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

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What are the youth applicant/family's presenting needs? How do these needs impair the youth applicant's ability to function in the home, school, and community?
What are youth applicant and family strengths?
Is the youth applicant/family currently connected to community-based services? If so, please describe the type of service(s), frequency, duration, and coordination of services.
What challenges have impacted the ability of home and community-based services to meet the youth applicant and their family's needs?

Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

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Section 3: Education Program Information

☐ If resubmitting within last 90 days, check this box if no information has changed.

Home School District	School Name	Grade

Has a CSE determined the applicant has a Special Education Disability or Condition? ☐ Yes ☐ No ☐ Pending

If yes, please list all that apply (e.g., Learning Disability, Emotional Disturbance, Multiple Disabilities, etc.):

Is there a current IEP or 504 Plan?	Has a CSE found the applicant eligible for New York State Alternate Assessment?	Date of Last CSE meeting
☐ No ☐ Yes, IEP ☐ Yes, 504	☐ No ☐ Yes	Date:_____ ☐ N/A

CSE Contact Name	CSE Phone	CSE Email

Section 4: System and Service Involvement ☐ If resubmitting within last 90 days, check this box if no information has changed.

System and Service Categories	Involvement	Describe Reason for Involvement and the Timeframe *If additional space is needed, please attach narrative to the application.*
Office for People with Developmental Disabilities (OPWDD)	NY START/CSIDD connected? ☐ Yes ☐ No ☐ Unknown	(*If applicable, indicate current status of pending eligibility or referrals.*)
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	
Child Protective Services (CPS) Involvement	☐ Past ☐ Current ☐ Unknown	
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	
DSS/ACS Custody	☐ Past ☐ Current ☐ Unknown	
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	

Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

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Family Court	☐ Past ☐ Current ☐ Unknown	
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	
PINS/PINS Diversion	☐ Past ☐ Current ☐ Unknown	
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	
Probation	☐ Past ☐ Current ☐ Unknown	
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	
Criminal Court	☐ Past ☐ Current ☐ Unknown	(*if applicable, indicate if charges pending*)
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	
OCFS Division of Juvenile Justice (OCFS DJJOY Custody)	☐ Past ☐ Current ☐ Unknown	
	If current involvement: Contact Name _____ Title _____ Phone _____ Email _____	

Section 5: Residential or Inpatient Service Utilization (Over the past 2 years) If no history of residential or inpatient admission, indicate N/A. If additional space is needed, please attach narrative.
☐ If resubmitting within last 90 days, check this box if no information has changed.

Name of Facility	Date of Admission	Date of Discharge (or Anticipated Date of Discharge)

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Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

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Section 6: Discharge Planning ☐ If resubmitting within last 90 days, check this box if no information has changed.

Detail a proposed plan for discharge. Include a discharge setting and the services that may be needed. Identify potential barriers.

Section 7: Discharge Planning Partner(s) Identify individuals, in addition to the parent/legal custodians and guardians, to be engaged in discharge planning discussions. If there is DSS, or an ACS Case Planning Agency involvement, the case worker and supervisor must be listed as discharge planning partners.

☐ If resubmitting within last 90 days, check this box if no information has changed.

Name	Relationship to Youth Applicant/Family	Contact Information (Email and Phone Number)

Section 8: Primary Provider Contact For Clinical Updates. Complete if different than referrer.

☐ If resubmitting within last 90 days, check this box if no information has changed.

Name	Agency Name
Phone Number	Fax Number
Relationship to Applicant (PCP, Therapist, Etc.)	Email Address
Signature	Date

Section 9: Supporting Documentation Guidelines and Checklist ☐ If resubmitting within last 90 days, check this box if no information has changed.

The following documentation is required to be completed and submitted with the C-SPOA Part 1 and this Part 2 application in order for the referral to be considered "complete" and processed by C-SPOA.

☐ **C-SPOA Application Part 1**
☐ **Required Consent For Release Of Information For C-SPOA** completed by parent/legal guardian
☐ **C-SPOA Application Part 2** (this form)
☐ **Verification of Serious Emotional Disturbance** completed by Licensed Behavioral Health Practitioner -OR- a psychiatric, psychosocial, or psychological evaluation which includes a SED determination

Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

Youth Applicant's Identifying Information			
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☐ **For referrals initiated in an inpatient setting**, **a current summary of the hospitalization is required**.
The summary of the hospitalization should address: course of treatment since time of admission (including use of increased observation (e.g.,1:1 5 min. observation), intramuscular medication for agitation, aggressive, or self-injurious behavior use of restraint) response to treatment, *current* status (e.g. overall behavior on unit, ADLs), and anticipated LOS.

☐ **For referrals initiated in an RTF, submit**:
- ☐ Psychosocial which includes current course of RTF treatment and response to RTF treatment
- ☐ Current treatment plan

Subsection A: Required For Youth ACT Referrals Only

☐ If resubmitting within last 90 days, check this box if no information has changed.

☐ **Any documentation to support the following ACT eligibility criteria**:

- Youth and/or family has not adequately engaged or responded to treatment in more traditional settings.
- High use of acute psychiatric hospitals (two hospitalizations within one year, or one hospitalization of 60 days or more within one year)
- High use of psychiatric emergency or crisis services
- Persistent severe major symptoms (e.g., affective, psychotic, suicidal or significant impulse control issues)
- Residing or being discharged from in an inpatient bed, residential treatment program, or in a CCR, or being deemed eligible for RTF, but clinically assessed to be able to live in a more independent setting if intensive community services are provided. This may also include current or recent involvement (within the last six months) in another child-serving system such as juvenile justice, child welfare, foster care etc. wherein mental health services were provided.
- Home environment and/or community unable to provide necessary support for developmentally appropriate growth required to adequately address mental health needs.
- Clinically assessed to be at immediate risk of requiring a more restrictive living situation (e.g., children's community residence, psychiatric hospital, or RTF) without intensive community services

Subsection B: Required For CCR and RTF Referrals Only

☐ If resubmitting within last 90 days, check this box if no information has changed.

☐ **Psychiatric Evaluation**

- A full psychiatric evaluation must have been performed within the past 12 months, with an update within the past 90 days of the time of referral, verifying that the psychiatric evaluation accurately reflects the youth applicant's current level of functioning.
- The psychiatric evaluation may be signed by the treating Physician, or Nurse Practitioner.
- The psychiatric evaluation should address the following:
  - Current mental status
  - History of prior psychiatric care and treatment
  - Brief summary of past and present psychotropic medication, response to medications, reasons for changes/discontinuation, effectiveness, and side effects

Youth Applicant's Identifying Information			
Legal Last Name	Legal First Name	MI	Date of Birth

- Diagnostic formulation with clear examples that substantiate clinical conceptualization
- DSM-5 diagnosis

☐ **Psychosocial Assessment**

- A psychosocial assessment must have been performed within the past 12 months.
- The psychosocial assessment must assess both youth applicant AND family and address the following:
  - Developmental History & Needs: Include pre-natal, peri-natal, and post-natal periods, developmental milestones and problems, any services and related progress, current status and needs across domains.
  - Treatment History: Indicate current and historical therapeutic interventions and response to the course of treatment. include treatment outcomes, engagement, problems with approaches, barriers to progress.
  - Family/Community History: Include family developmental/psychiatric/medical history and current status, constellation and dynamics of family members and other natural supports, past and current family problems, socioeconomic status, religious, cultural, ethnic, and other important youth and family affiliations. Note if there are visiting restrictions, loss of rights, or other special information.
  - Educational/Vocational History: Indicate current grade, academic, social, behavioral, and emotional functioning, special education needs and supports. Note employment history and vocational interests as appropriate. Note family's involvement in school/vocational interests and achievement.
  - Skills, Talents, Interests and Strengths: Describe youth applicant/family's special interests, skills/talents, recreational interests, and other assets.
  - Court involvement, if applicable: Indicate any involvement with family/criminal court, department of probation or any such mandated treatment and level of compliance. Include last court date with outcome and next court date.
  - Other co-morbid special needs: Please include any concurrent needs including substance abuse, sexual problematic behavior, etc. If applicable, be sure to include assessments indication risk to self and others, engagement in treatment and related progress.

☐ **Psychological Assessment (Required for RTF ONLY. For CCR, only required if youth has an IEP.)**

- The psychological assessment must have been performed within the last 3 years.
- The psychological assessment must be completed signed or co-signed by a Licensed Psychologist verifying that the psychological assessment accurately reflects the youth applicant's current level of functioning.
- The psychological assessment should address the following:
  - Mental status
  - Instruments used and dates of testing. Testing completed by JD/MHS licensed psychologist is acceptable. An ACTUAL copy of the testing administered should accompany the referral; it is not sufficient to reference someone's past psychological assessment in a new document without new testing.
  - Assessment of cognition (including FSIQ verbal and nonverbal/performance IQ). Standardized adaptive testing (e.g., Vineland, ABAS) is recommended if FSIQ is below 70.

Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

Youth Applicant's Identifying Information			
Legal Last Name	Legal First Name	MI	Date of Birth

- Evaluation of language, social-affective functioning, sensory-motor functioning, and adaptive behavior (may be based on standardized testing, interview, history, and observation, as appropriate)
- Where available and appropriate, personality assessment
- Case formulation with clear descriptive examples that substantiate clinical conceptualization

☐ **Physical/Medical Exam Documentation**

- Documentation of physical exam performed within last 12 months, unless there is an ongoing physical problem, in which case a summary within 90 days of referral is required
- Physical Exam documentation must include:
  - Statement regarding youth applicant's current health & medical history
  - Indicate any allergies, chronic and/or severe needs, potential risk factors that may interact with medications
  - Test results, prescribed treatment, and response to treatment.

☐ **If youth applicant has been reviewed by a CSE, attach**:

- ☐ CSE recommendations
- ☐ The IEP or 504, if established

☐ **If high risk behavior for sexualized behavior or fire-setting have occurred in the past two years, attach a risk assessment.** Contact C-SPOA for list of acceptable risk assessments.

☐ **If chronic/severe physical/medical needs are identified**, attach any relevant information (e.g., neurological exam, serology and hemoglobin reports, urinalysis, chest x-ray or tine test report, nutritional assessment and any other physical findings.)

IF FOUND ELIGIBLE, the following documents will be requested for admission.
Please indicate which of the following are available

☐ **Proof of US Residency Status** as evidenced by:
- ☐ Copy of Birth Certificate, and
- ☐ Copy of Social Security Card; **OR**
- ☐ Copy of Permanent Residency Card; **OR**
- ☐ Description of current U.S. residency status from Immigration Attorney

☐ **Copy of Immunization Record**

☐ **Copy of Health Insurance Card** (front and back)

☐ If the youth applicant is DSS/ACS involved or if in the youth is in DSS/ACS custody: Any restrictions to family contact (e.g., Order of Protection)

Subsection C: Required For RTF Referrals only

☐ If resubmitting within last 90 days, check this box if no information has changed.

☐ **Statewide OMH RTF Authorization Review Process Consent** completed by parent/legal guardian

☐ **Statewide Request for Medicaid Childhood Disability Determination** completed by parent/legal guardian

Children's Single Point of Access Application Part 2: Referral Application for OMH Youth ACT, CCRs, and RTFs

Youth Applicant's Identifying Information			
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Section 10: Be advised the following additional documents may be requested in order to determine eligibility for Youth ACT, CCR or RTF.

☐ If resubmitting within last 90 days, check this box if no information has changed.

Please indicate which of the following are available upon request:

☐ If the youth applicant/family is DSS/ACS-involved or if in the youth applicant is in DSS/ACS custody: Family Court Order, Permanency Plan, Psycho-social

☐ Records related to involvement in other systems of care (e.g., juvenile justice, child welfare, disability services) that provide examples of functional impairment in home and community

☐ Other clinically relevant evaluations (psychiatric, psychological, neurological, occupational therapy, chemical dependency, etc.)

☐ Discharge summaries from previous inpatient, residential and outpatient treatment providers

Section 11: Referrer Attestation

☐ I attest that the information in this application, accurately reflects the youth's level of functioning at the time of application.

Referrer Signature	Date

Referrer Name

Title

Agency

--------For C-SPOA Use Only----------

Date Received	Date Complete	C-SPOA Name	Email	Phone

Are less restrictive services documented to be insufficient to meet the individual's severe and persistent clinical needs? ☐ Yes ☐ No ☐ Unable to determine

Provide any additional information regarding the youth applicant's utilization of less restrictive treatment and support services. Please include any barriers encountered by the youth/family, as well as any recommendations, if applicable. If unknown, indicate N/A.

For ACT applicants: Does the applicant meet eligibility criteria for Youth ACT?

☐ Yes ☐ No

For CCR applicants: Is the applicant appropriate for CCR per the *CCR LOC Recommendation Guide*?

☐ Yes ☐ No

Signature	Date