

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 to apply for C-SPOA Coordination. Check this box if submitting this form with the C-SPOA Part 2 Application for Youth Assertive Community Treatment (ACT), Children's Community Residence (CCR), or Residential Treatment Facility (RTF) services.			
Youth Applicant Information			
Youth's Name in Use		Pronouns in Use	
Sex assigned on youth's birth certificate <input type="checkbox"/> Male <input type="checkbox"/> Female		Gender Identity <div style="display: flex; justify-content: space-between;"> Agender Nonbinary/Genderqueer </div> <div style="display: flex; justify-content: space-between;"> Female X </div> <div style="display: flex; justify-content: space-between;"> Male Other: _____ </div>	
Youth's Race – select all that apply <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American </div> <div> <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White </div> </div>		Primary Language/Mean of Communication:	Is the youth fluent in English? <div style="display: flex; justify-content: space-around;"> Yes No </div>
Youth's Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> 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: <div style="display: flex; justify-content: space-around;"> Title IV-E SSI SSDI </div>	
People with the following immigration status may be eligible for Medicaid: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> Citizen Permanent resident (green card holder) Refugee or asylee <ul style="list-style-type: none"> U or T visa holder (for victims of crime or trafficking) Employment authorization card holder Deferred Action for Childhood Arrivals (DACA) recipient </div>			
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	



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Caregiver # 1 Contact Information			Caregiver Contact #2 Information		
Full Name		Primary Contact?		Full Name	
				Primary Contact?	
Address				Address	
Phone	Email		Phone	Email	
Relationship to Youth		Legal Guardian?		Relationship to Youth	
		Yes No			
Caregiver Primary Language		Fluent in English?		Caregiver Primary Language	
		Yes No			
Legal and Custody Status					
Both parents together			Other, Relative		
Biological father only			Emancipated Minor		
Biological mother only			DSS. Identify locality:		
Joint custody			ACS. Identify Case Planning agency:		
Adoptive Parent(s)					
OCFS and Family Court Involvement. Identify Status					
Case Pending			Youthful Offender		Juvenile Delinquent
Person In Need of Supervision (PINS)			Juvenile Offender		Restrictive Placement
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?		If yes, what is the mental health diagnosis?			
Yes No Unknown		When was the diagnosis made?			
Has a Licensed Practitioner of the Healing Arts determined that the youth meets criteria for serious emotional disturbance?				If so, when was determination made?	
Yes No Unknown					



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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
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 Not applicable	
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) <ul style="list-style-type: none"> • 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



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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 (42 CFR Part 2) 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 5); **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**

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

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 5; 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 5 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);
- I have been offered a copy of the Notice of Privacy Practices by my County Mental Health Department and I have the right to request and receive a copy at any time.





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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

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 accidentally 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):

- | | |
|---------------------------------------|----------------------|
| <input type="checkbox"/> FAX | Fax Number: _____ |
| <input type="checkbox"/> E-MAIL | Email Address: _____ |
| <input type="checkbox"/> CELL PHONE | Phone Number: _____ |
| <input type="checkbox"/> TEXT MESSAGE | Phone Number: _____ |

I understand this permission may be canceled 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
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Description of Authority of Personal Representative

_____ SIGNATURE of WITNESS	_____ Printed Name of Witness/Title	_____ Date
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Optional Children's Single Point of Access (C-SPOA) Patient Information Retrieval Consent

Name of SPOA County _____

The SPOA team and 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, 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
- 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.

SIGNATURE of PARENT or LEGAL GUARDIAN _____

Printed Name of Parent/Legal Guardian _____

Date _____

SIGNATURE of WITNESS _____

Printed Name of Witness _____

Date _____

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

Manhattan

Staten Island

Bronx

Monroe

Suffolk

Brooklyn

Nassau

Westchester

Broome

Oneida

Chemung/Steuben

Onondaga

Cortland/Chenango

Orange

Erie/Niagara

Queens

Fulton/Montgomery

Saratoga/Warren/Washington

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.



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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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Legal Last Name	Legal First Name	MI	Date of Birth

Section 3: Education Program Information			
<input type="checkbox"/> 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? No Yes, IEP Yes, 504	Has a CSE found the applicant eligible for New York State Alternate Assessment? No Yes	Date of Last CSE meeting 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 <i>If additional space is needed, please attach narrative to the application.</i>
Office for People with Developmental Disabilities (OPWDD)	NY START/CSIDD connected? Yes No Unknown	<i>(If applicable, indicate current status of pending eligibility or referrals.)</i>
	If <u>current</u> involvement: Contact Name _____ Title _____ Phone _____ Email _____	
Child Protective Services (CPS) Involvement	Past Current Unknown	
	If <u>current</u> involvement: Contact Name _____ Title _____ Phone _____ Email _____	
DSS/ACS Custody	Past Current Unknown	
	If <u>current</u> involvement: Contact Name _____ Title _____ Phone _____ Email _____	



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

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



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

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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 by Youth ACT, CCR or an RTF, submit:

Psychosocial which includes current course of treatment and response to treatment in the program.
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



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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-----------------	------------------	----	---------------

- 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.



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-----------------	------------------	----	---------------

- 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 currently available

FOR CCR ONLY: An authorization for Children's Community Residence rehabilitation services

Proof of US Residency 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			
Legal Last Name	Legal First Name	MI	Date of Birth

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-----

C-SPOA Name	Email	Phone	Date Received
Notes regarding application (e.g. completeness, resubmission, updates).			
Are less restrictive services documented to be insufficient to meet the individual's severe and persistent clinical needs? Yes No Unable to determine			
Provide additional information regarding the youth applicant's utilization of less restrictive treatment and support services and C-SPOA recommendation(s). If known and applicable, include any barriers encountered by the youth/family.			
Is referral for access to Youth ACT? Yes No	Date deemed complete for Youth ACT	Does the applicant meet eligibility criteria for Youth ACT? Yes No	Date youth/guardian agreed to proceed with Youth ACT referral
Is referral for access to CCR? Yes No	Date deemed complete for CCR	Is the applicant appropriate for CCR per the CCR LOC Recommendation Guide? Yes No	Date youth/guardian agreed to proceed with CCR referral
Is referral for access to RTF? Yes No	Date deemed complete for RTF	Date youth/guardian agreed to proceed with referral for RTF services	Date application for RTF services submitted to OMH
Is referral from OPWDD for the ITP? Yes No			