# Children's Single Point of Access Application Part 1

Today's date_____

## Child's Information

Full Name (Last, First MI)

Date of Birth | SSN

Home Address

Mailing Address (if different from home)

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 Childhood Arrivals (DACA) recipient

Does the child's immigration status fall into one of the above categories? ☐ YES ☐ NO

| Primary Language(s) | Does the child have health insurance? ☐ YES ☐ NO | Gender Identity | Fluent in English? ☐ YES ☐ NO |
|---|---|---|---|
| Insurance Plan | Insurance Policy Number | Medicaid/CIN# | |

Is this child enrolled in Health Home Care Management? ☐ YES ☐ NO ☐ UNKNOWN

If yes, please indicate which Health Home/Care Management Agency

## Referral Information

| Date of Referral | Name/Title of Referrer | Referring Organization/Program |
|---|---|---|
| | | |

Address of Referrer

| Referrer Phone | Referrer Fax | Referrer Email |
|---|---|---|
| | | |

Reason for Referral (attach additional sheet if needed)

Referrer Signature

| Caregiver Contact #1 Information | | Caregiver Contact #2 Information | |
|---|---|---|---|
| Full Name | | Full Name | |
| Address | | Address | |
| Phone | Email | Phone | Email |
| Relationship to Child | Legal Guardian? ☐ YES ☐ NO | Relationship to Child | Legal Guardian? ☐ YES ☐ NO |
| Caregiver Primary Language | Fluent in English? ☐ YES ☐ NO | Caregiver Primary Language | Fluent in English? ☐ YES ☐ NO |
| Is this caregiver the primary contact? ☐ YES ☐ NO | | Is this caregiver the primary contact? ☐ YES ☐ NO | |
| Is this caregiver enrolled in Health Home Care Management? ☐ YES ☐ NO ☐ UNKNOWN | | Is this caregiver enrolled in Health Home Care Management? ☐ YES ☐ NO ☐ UNKNOWN | |
| If yes, please indicate which Health Home/Care Management Agency | | If yes, please indicate which Health Home/Care Management Agency | |

**Children's Single Point of Access Application Part 1**

Child's Name _____

| Legal Custody Status | |
|---|---|
| ☐ Both parents together | ☐ Joint custody |
| ☐ Biological mother only | ☐ DSS |
| ☐ Biological father only | ☐ Adult Sibling |
| ☐ Other Legal Guardian (describe): | ☐ Emancipated Minor |
| | ☐ Adoptive Parent |

| Current Providers | |
|---|---|
| School and grade | Therapist/Therapist's agency |
| Psychiatrist/Psychiatrist's agency | Other service provider/agency |

| IQ Testing Scores (if available) | | |
|---|---|---|
| Verbal | Full Scale | Test date |

| Additional Information | |
|---|---|
| Is child/youth currently admitted to an inpatient facility?<br>☐ YES ☐ NO | Number of hospitalizations in the previous 12 months |
| If yes, name of facility and expected discharge date | Number of Emergency Department visits in the previous 12 months |
| Is child/youth currently receiving DSS preventive services?<br>☐ YES ☐ NO ☐ UNKNOWN | Other systems involvement (e.g. CPS, MST, etc.) – Please specify |
| If yes, name of provider | |

| Mental Health Diagnosis (if known) | |
|---|---|
| Does the child have a diagnosed serious emotional disturbance?<br>☐ YES ☐ NO | If so, what is it? |
| If yes, by whom was the diagnosis made? | If yes, when was the diagnosis made? |

| Preliminary Eligibility Screening | |
|---|---|
| Does the child have two or more chronic medical conditions (i.e. asthma, diabetes, substance use disorder)? | ☐ YES ☐ NO ☐ UNKNOWN |
| Does the child have HIV/AIDS? | ☐ YES ☐ NO ☐ UNKNOWN |
| Do you believe the child has a Serious Emotional Disturbance? (child meets one of the below criteria)<br>• Difficulty with self-care, family life, social relationships, self-control, or learning<br>• Suicidal symptoms<br>• Psychotic symptoms (hallucinations, delusions, etc.)<br>• Is at risk of causing personal injury or property damage<br>• The child's behavior creates a risk of removal from the household | ☐ YES ☐ NO ☐ UNKNOWN |
| Has the child been exposed to multiple traumatic events that have left a long-term and wide-ranging impact? | ☐ YES ☐ NO ☐ UNKNOWN |

**If you have supporting documentation related to one of the above diagnoses/conditions, please attach it.**

**Please complete attached REQUIRED consent for release of information to process this SPOA application.**

## Children's Single Point of Access Application Part 1

Child's Name _____

**REQUIRED CONSENT FOR RELEASE OF INFORMATION for Single Point of Access (SPOA) for Children's Services**

This authorization must be completed by the referred individual or his/her legal guardian to use/disclose 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. A separate authorization is required to use or disclose confidential HIV information.

**CHILD'S NAME:** _____ **Child's DOB:** _____

**COUNTY(IES):** _____

**I authorize an exchange of PHI between the Single Point of Access (SPOA) Committee AND OTHER AGENCY/PERSON providing information** to the committee (Please see attached list of agencies from which the SPOA Committee is permitted to request information):

**AND: Referral Source** (Person / Title / Agency or School):

_____

**Description of information to be used / disclosed is as follows: (Please check ALL that apply)** ☐ **All**

- ☐ Referral Packet
- ☐ Diagnosis
- ☐ Financial Status
- ☐ Physical Exam History
- ☐ School Records
- ☐ Physician's Authorization for Restorative Services
- ☐ Psychological & Neurological Tests
- ☐ Discharge Summary / Treatment Plans
- ☐ Psychosocial History & Assessment
- ☐ Inpatient/Outpatient History
- ☐ Psychiatric Assessment
- ☐ Other (progress notes)

**Purpose or need for information:**

By the individual or his/her personal representative to facilitate participation in services through SPOA, and through Health Homes Serving Children.

***Note: If the same information is to be disclosed to multiple parties for the same purpose, for the same period of time, this authorization will apply to all parties listed on the attached list.***

Thereby permit the use/disclosure of the indicated PHI to the Person/Organization/Facility/Program identified above. I understand that:

- Only this information may be used/disclosed as a result of this authorization;
- This information is confidential and cannot legally be disclosed or re-disclosed without my permission;
- If this information is disclosed to someone who is not required to comply with federal privacy protection regulations, then it may be re-disclosed and would no longer be protected;
- I have the right to take back this authorization at any time. This revocation must be in writing on a form provided by the County government. I am aware that my revocation does not affect information already disclosed because of my earlier authorization;
- Signing this authorization is voluntary and my refusal to sign will not affect treatment, payment, enrollment or eligibility benefits;
- I have the right to inspect and copy my own PHI to be used/disclosed as provided in 45CFR 164.524.

**I hereby authorize the periodic use** or disclosure of the information described above to the Person/Organization/Facility/Program identified as often as necessary to fulfill the purpose identified above, and this authorization will expire: **(Initial ONE)**

☐ When the child named herein is no longer receiving Services through the Single Point of Access Process in *(fill in county(ies))* _____ Counties

☐ One Year from the date below

☐ Other: _____

**I hereby authorize the one-time use** or disclosure of the information described above to the Person/Organization/Facility/Program identified above and this authorization will expire:

☐ When acted upon ☐ Other: _____

I certify that I authorize the use of the health information 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 PARENT or LEGAL GUARDIAN** | **Printed Name of Parent/Legal Guardian** | **Date** |
| _____ | _____ | _____ |
| **SIGNATURE of WITNESS** | **Printed Name of Witness** | **Date** |

**"I HAVE WITNESSED THE EXECUTION OF THIS AUTHORIZATION."**

Child's Name _____

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

_____

_____

_____

_____

_____

_____

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_____

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

_____
Name of SPOA County

By signing this form, you agree to have your child's health information shared with the SPOA Committee. The goals of the SPOA Committee are to improve the integration of medical and behavioral health and to help healthcare providers improve quality of care. To support coordination of your child's care, health care providers and other people involved in such care need to be able to talk to each other about your child's care and share health information with each other to give your child better care. Your child will still be able to get health care and health insurance even if you do not sign this form.

The SPOA Committee may get health information, including your child's health records, through a computer system run by_____, a Regional Health Information Organization (RHIO) and/or a computer system called PSYCKES run by the New York State Office of Mental Health. A RHIO uses a computer system to collect and store health information, including medical records, from your child's doctors and health care providers who are part of the RHIO. The RHIO can only share your child's health information with people who you say can see or get such health information. PSYCKES is a computer system to collect and store health information from doctors and health care providers to help them plan and coordinate care.

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

1. Alcohol or drug use programs which you are in now or were in before as a patient;
2. Family planning services like birth control and abortion;
3. Inherited diseases;
4. HIV/AIDS;
5. Mental health conditions;
6. Sexually-transmitted diseases (diseases you can get from having sex);
7. Social needs information (housing, food, clothing, etc..) and/or
8. Assessment results, care plans, or other information you or your treatment provider enter into PSYCKES.

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 child's health information must obey all these laws. They cannot give your child'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 child'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 AGREE** that the SPOA Committee can get ALL my child's health information through the RHIO and/or through PSYCKES to give my child care or manage my child's care, to check if my child is in a health plan and what it covers, and to study and make the care of all patients better. I also AGREE that the SPOA Committee and the health provider agencies may share my child's health information with each other. I can change my mind and take back my consent at any time by signing a Withdrawal of Consent Form and giving it to one of the SPOA participating providers.

_____ _____
Print Name of Patient Patient Date of Birth

_____ _____
Signature of Patient or Patient's Legal Representative Date

_____ _____

# Children's Single Point of Access (C-SPOA)
# 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 – to be completed by the C-SPOA with the guardian's assistance**

| Child's Information | |
|---|---|
| Full Name (Last, First MI) | |
| Date of Birth | SSN |

| Symptom Checklist – current and leading to referral | Never | Rarely | Sometimes | Often | Always | Unknown |
|---|---|---|---|---|---|---|
| Psychotic symptoms | | | | | | |
| Attention Deficit/ Impulse Control | | | | | | |
| Depressed Mood | | | | | | |
| Anxiety | | | | | | |
| Antisocial/ Unlawful Behaviors | | | | | | |
| Alcohol/ Substance Use/ Abuse | | | | | | |
| Self-Injurious Behaviors | | | | | | |
| Suicidal ideation/ Threats | | | | | | |
| Suicide Gestures/ Attempts | | | | | | |
| Fire Setting | | | | | | |
| Physical Aggression | | | | | | |
| Running Away | | | | | | |
| Sexually Inappropriate/ Aggressive Behavior | | | | | | |
| Difficulty in Peer Interactions | | | | | | |
| Low Self-Esteem | | | | | | |
| Truancy | | | | | | |
| Other (specify) | | | | | | |

| Current Educational Placement/ Program | | | |
|---|---|---|---|
| ☐ Regular Class in age appropriate grade | ☐ Special class for students with challenging social/emotional conditions | ☐ Day Treatment Program | ☐ GED |
| ☐ Regular Class, above grade level | ☐ Education, In-district program/services | ☐ Part-time Vocational/ Educational | ☐ Other (specify) |
| ☐ Regular class but behind at least one grade | ☐ Home Instruction | ☐ Residential School Placement | ☐ Not enrolled in school |
| | | | |
| BOCES | Home School District | Grade | Building |
| Alternate School Placement | | | |
| Date of last IEP | | | |

| Committee on Special Education Classification (CSE) | | |
|---|---|---|
| ☐ Emotional Impairment | ☐ Sensory impairment (vision, hearing) | ☐ Other Health Impairment |
| ☐ Intellectual Impairment | ☐ Autism | ☐ Unknown |
| ☐ Learning Impairment | ☐ Physical Impairments | ☐ Other (specify) |
| ☐ Multiple Impairments | ☐ Speech/ Language Impaired | |

Child's Name _____

**Children's Single Point of Access Application Part 2 – to be completed by the C-SPOA with the guardian's assistance**

| Diagnostic Information | |
|---|---|
| Diagnosis<br>1. | Date of Diagnosis |
| 2. | Name & Credentials of Person Making Diagnosis |
| 3. | |
| 4. | Organization |
| 5. | Phone |
| Medication for a Medical Condition | |
| Medication for a Psychiatric Condition | |

| Functional Limitation(s) | Moderate | Severe |
|---|---|---|
| Ability to care for self (e.g. personal hygiene; obtaining and eating food; dressing; avoiding injuries) | ☐ | ☐ |
| Family life (e.g. capacity to live in a family or family like environment; relationships with parents or substitute parents, siblings and other relatives; behavior in family setting) | ☐ | ☐ |
| Social relationships (e.g. establishing and maintaining friendships; interpersonal interactions with peers, neighbors and other adults; social skills; compliance with social norms; play and appropriate use of leisure time) | ☐ | ☐ |
| Self-direction/self-control (e.g. ability to sustain focused attention for a long enough period of time to permit completion of age-appropriate tasks; behavioral self-control; appropriate judgment and value systems; decision-making ability) | ☐ | ☐ |
| Ability to learn (e.g. school achievement and attendance; receptive and expressive language; relationships with teachers; behavior in school) | ☐ | ☐ |

**Child Strengths**

- ☐ Self-advocacy
- ☐ Conflict resolution skills
- ☐ Sets goals/works
- ☐ Seeks outside assistance when needed
- ☐ Follows through with recommendations/addresses needs
- ☐ Open to/accepting of service/treatment
- ☐ Capacity for openness
- ☐ Interested in relationships with others
- ☐ Capacity to tolerate painful emotions
- ☐ Family support
- ☐ Good ability to establish rapport
- ☐ Good personal hygiene and care in appearance
- ☐ Good physical health
- ☐ Healthy social supports/peer group
- ☐ Involvement in activities/community
- ☐ Religious institution/spiritual involvement
- ☐ Views self as belonging to a specific cultural group
- ☐ Other (please specify) _____
  _____

**Caregiver Strengths**

- ☐ Ability to appropriately monitor and discipline
- ☐ Involved in seeking and supporting care to address the child's needs
- ☐ Seeks additional information to advocate for the child
- ☐ Ability to organize and manage household
- ☐ Presence of natural supports to help raise child
- ☐ Provides stable housing
- ☐ Healthy social supports/peer group
- ☐ Problem-solving skills
- ☐ Ability to navigate other systems involved (e.g. legal, medical, developmental disabilities, etc.)
- ☐ Maintains safe, secure environment for the child
- ☐ Religious institution/spiritual involvement
- ☐ Views self as belonging to a specific cultural group
- ☐ Other (please specify)_____
  _____

Child's Name _____

**Children's Single Point of Access Application Part 2 – to be completed by the C-SPOA with the guardian's assistance**

| Adverse Childhood Experiences (ACE) | |
|---|---|
| Has an ACE screening been conducted?<br><br>☐ YES ☐ NO ☐ UNKNOWN | If so, by whom? (please provide name and contact info) |
| If so, please provide the score: | |

| Complex Trauma Screening | | |
|---|---|---|
| **Prompts/Questions**<br>**If the answer to any question in one row is yes, please move on to the next row** | **Present? Y/N** | **> 6 mos ?** |
| • Was there a time when adults who were supposed to be taking care of the child didn't?<br>• Has there ever been a time when the child did not have enough food to eat?<br>• Did a parent or other adult in the household often …<br>Swear at the child, insult the child, put the child down, or humiliate the child?<br>Or act in a way that made the child afraid that the child might be physically hurt? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has the child lived with someone other than the child's parents/caregiver while the child was growing up (because they couldn't take care of the child or the child was kicked out)?<br>• Has the child ever been homeless?<br>o This means the child ran away or was kicked out and lived on the street for more than a few days? Or the child and the child's family had no place to stay and lived on the street, or in a car, or in a shelter? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has the child lost a primary caregiver through death, incarceration, deportation, migration, or for other reasons?<br>• Has the child been left in the care of different people due to parental incapacity or dysfunction, even if the child's primary place of residence did not change?<br>• Has the child had two or more changes in primary caregiver or guardian, either formally (legally) or informally? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has anyone ever made the child do sexual things the child didn't want to do, like touch the child, make the child touch them, or try to have any kind of sex with the child?<br>• Has anyone ever *tried* to make the child do sexual things the child didn't want to do?<br>• Has anyone ever forced the child (or tried to force the child) to have intercourse? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has the child ever been hit or intentionally hurt by a family member?<br>o If yes, did the child have bruises, marks or injuries? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has the child ever *seen* or *heard* someone in the child's family/house being beaten up<br>• Has the child ever *seen* or *heard* someone in the child's family/house get threatened with harm? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has the child ever *seen or heard* someone being beaten, or who was badly hurt?<br>• Has the child seen someone who was dead or dying, or *watched or heard* them being killed?<br>• Has anyone ever hit anyone or beaten anyone up (physically assaulted anyone?)<br>• Has anyone ever threatened to physically assault anyone (with or without a weapon)? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Did other children often tease or insult anyone, put anyone down, or threaten anyone physically?<br>• Did they spread lies about anyone or turn other people against anyone? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has anyone or anyone in the child's family been involved in, or *in direct danger* from a terrorist attack, war, or political violence? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Has anyone ever stalked the child?<br>• Did anyone ever try to kidnap the child? | ☐ **Yes**<br>☐ **No** | ☐ |
| • Is there anything else really scary or very upsetting that has happened to the child that I haven't asked about? Sometimes people have something in mind but they're not comfortable talking about the details. Is that true for you? | ☐ **Yes**<br>☐ **No** | ☐ |

Child's Name _____

**Children's Single Point of Access Application Part 2 – to be completed by the C-SPOA with the guardian's assistance**

## Service Utilization History

**History of Past and Present Services: (Please check all that apply)**

- ☐ Intensive Case Management
- ☐ Service Coordination/Case Management
- ☐ Individualized Care Coordination
- ☐ Clinic Treatment
- ☐ Private/Individual Therapy
- ☐ Crisis Response Services
- ☐ Home Based Crisis Intervention
- ☐ Day Treatment
- ☐ Respite
- ☐ Medication Management
- ☐ Vocational Training
- ☐ ADL or Independent Living Skills
- ☐ Alcohol Abuse Treatment
- ☐ Substance Abuse Treatment
- ☐ Family Support Services
- ☐ Transportation
- ☐ After School/Weekend Program
- ☐ Specialized Summer Program
- ☐ Specialized Educational Services
- ☐ Speech & Language Therapy
- ☐ Mentoring
- ☐ Flexible Funding
- ☐ Foster Care
- ☐ State Psychiatric Facility
- ☐ Private Psychiatric Facility
- ☐ General Hospital Psychiatric Inpatient
- ☐ OPWDD Developmental Center
- ☐ Intensive in Home
- ☐ CCSI
- ☐ Supportive Case Manager
- ☐ Residential Treatment Facility
- ☐ Other (Specify) _____

## Service Utilization Detail

| Provider Name and Service Type | Date(s) of service |
|---|---|
| | |
| | |
| | |
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| | |