

# Children's Single Point of Access Application Part 1

Today's date \_\_\_\_\_

| Child's Information  |                                       |  |  |
|--|---------------------------------------|--|--|
| Full Name (Last, First MI)                                       |                                       | People with the following immigration status may be eligible for Medicaid: <ul style="list-style-type: none"> <li>Citizen</li> <li>Permanent resident (green card holder)</li> <li>Refugee or asylee</li> <li>U or T visa holder (for victims of crime or trafficking)</li> <li>Employment authorization card holder</li> <li>Deferred Action for Childhood Arrivals (DACA) recipient</li> </ul> Does the child's immigration status fall into one of the above categories? <div style="display: flex; justify-content: space-around; width: 100%;"> <span>YES</span> <span>NO</span> </div> |  |
| Date of Birth  | SSN                                   |  |  |
| Home Address   |                                       |  |  |
| Mailing Address (if different from home)                         |                                       |  |  |
| Primary Language(s)  | Does the child have health insurance? | Gender Identity  | Fluent in English?                                       |
|  | YES                      NO           |  | YES                      NO                              |
| Insurance Plan   | Insurance Policy Number               | Medicaid/CIN#  |  |
| Is this child enrolled in Health Home Care Management?           |                                       | If yes, please indicate which Health Home/Care Management Agency   |  |
| YES  | NO                      UNKNOWN       |  |  |
| 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?                       | Relationship to Child  | Legal Guardian?  |
|  | YES                      NO           |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Caregiver Primary Language                                       | Fluent in English?                    | Caregiver Primary Language   | Fluent in English?                                       |
|  | YES                      NO           |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Is this caregiver the primary contact?                           |                                       | Is this caregiver the primary contact?   |  |
| YES  | NO                                    | YES  | NO   |
| Is this caregiver enrolled in Health Home Care Management?       |                                       | Is this caregiver enrolled in Health Home Care Management?   |  |
| YES  | NO                      UNKNOWN       | YES  | NO                      UNKNOWN                          |
| If yes, please indicate which Health Home/Care Management Agency |                                       | If yes, please indicate which Health Home/Care Management Agency   |  |

| 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)   | YES | NO | UNKNOWN |
| <ul style="list-style-type: none"> <li>• Difficulty with self-care, family life, social relationships, self-control, or learning</li> <li>• Suicidal symptoms</li> <li>• Psychotic symptoms (hallucinations, delusions, etc.)</li> <li>• Is at risk of causing personal injury or property damage</li> <li>• The child’s behavior creates a risk of removal from the household</li> </ul> |     |    |         |
| 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.**

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

**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);

**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



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

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):

- 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

**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 child’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 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.

The SPOA Committee may also get health information, including your child’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](http://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 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 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 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:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Alcohol or drug use problems</li> <li>• Birth control and abortion (family planning)</li> <li>• Genetic (inherited) diseases or tests</li> <li>• HIV/AIDS</li> </ul> | <ul style="list-style-type: none"> <li>• Mental health conditions</li> <li>• Sexually transmitted diseases</li> <li>• Medication and Dosages</li> <li>• Diagnostic Information</li> <li>• Allergies</li> <li>• Substance use history summaries</li> </ul> | <ul style="list-style-type: none"> <li>• Clinical notes</li> <li>• Discharge summary</li> <li>• Employment Information</li> <li>• Living Situation</li> <li>• Social Supports</li> <li>• Claims Encounter Data</li> <li>• Lab Tests</li> </ul> |
|---|---|--|

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

**I DENY CONSENT** for the SPOA Committee to access ALL of my child’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.

\_\_\_\_\_  
Print Name of Patient

Patient Date of Birth \_\_\_\_\_

## 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](http://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.