#### APPLICATION

#### Ulster County Single Point of Access (SPOA) for Children and Families

#### What is Child SPOA?

Each local government in New York State is responsible for providing a Single Point of Access for Children and Families. The purpose of Child SPOA is to identify children/adolescents (ages 5 to 18) in Ulster County with the highest risk of placement outside the home as a result of serious mental health challenges and provide direct services to those children/adolescents and their families. The goal of Child SPOA is to strengthen and empower children/adolescents so they and their families can lead safe and productive lives. Child SPOA services are based on the individual needs of the child/adolescent and provided by the Mental Health Association in Ulster County, Parsons Child and Family Center, Family of Woodstock, Inc. and Astor Services for Children and Families. Care coordinators from each of the Child SPOA services build relationships with the children/adolescents and families with whom they work and partner with the family to teach or strengthen skills, enhance support systems and identify community resources.

#### How to apply?

In Ulster County, Child SPOA services are accessed through the Child SPOA Coordinator. The completed application with supporting documentation (most recent psychiatric evaluation, psychosocial assessment, psychological evaluation and IEP) will determine if the child/adolescent meets Child SPOA criteria. The Child and Adolescent Needs and Strengths Assessment Tool (CANSNY) will be used by the Child SPOA Team to assess level of need/risk and potential service needs.

The Child SPOA process is voluntary. Parents/guardians are expected to actively participate in the Child SPOA application process and must sign an Authorization to Release Information in order for information to be disclosed.

#### Completed Applications can be MAILED, FAXED, DELIVERED or E-MAILED (scan) to:

Child SPOA Coordinator
Ulster County Department of Mental Health
239 Golden Hill Lane
Kingston, New York 12401

E-mail: cwoy@co.ulster.ny.us

Phone: 845-340-4149 or 845-340-4174, Fax: 845-340-4094

The Child SPOA Team (made up of representatives from Ulster County Department of Social Services, Mental Health Association in Ulster County, Family of Woodstock, Inc., Family Services, Parsons Child and Family Center, Astor Services for Children and Families, Adolescent Partial Hospital Program of the Health Alliance of the Hudson Valley, ACCESS: Supports for Living (Ulster County Mobile Mental Health Team), and Ulster County Department of Mental Health LGU) convenes each Wednesday to review new applications, determine level of care, update caseload information, and track Child SPOA applicants. The parent/guardian and the referral source will be contacted upon initial review of the application by the Child SPOA Coordinator.

**Please feel free to contact the Child SPOA Coordinator** to discuss any questions or situations pertaining to a Child SPOA application.

#### CHILD SPOA SERVICES AVAILABLE

<b>Home and Community Based</b>	<b>Intensive Case Management</b>	<b>Supportive Case Management</b>
Services (Waiver)	(ICM)	(SCM)
	MHA in Ulster County, Inc.	Astor Services for Children
MHA in Ulster County, Inc.	Maria Duncan	and Families
Maria Duncan, Program Director	Program Director	Michele Kelly
Phone: (845) 339-9090 x 164	Phone (845) 339-9090 x 180	Program Director
Fax:(845)-331-1169	Fax:(845)-331-1169	Phone: (845-464-3337)
	Family Support Services	Family Support Care
Parsons Child and Family Center	MHA in Ulster County, Inc.	Coordination
Cecilia Chlystun, ICC Supervisor	Maria Duncan	Family of Woodstock, Inc.
Phone: (845) 331-2930	Program Director	Jessica Pierce, Program Director,
Fax: (845) 331-2906	Phone: (845) 339-9090 x 180	Adolescent Services
	Fax: (845) 336-4834	Phone: (845) 331-7080 x 156

#### CHILD SPOA PROGRAM ELIGIBILITY GUIDELINES

Child SPOA Service	Admission Eligibility
<b>Intensive Case Management (ICM)</b>	Child must be seriously emotionally disturbed (SED) and
Mental Health Association in Ulster County, Inc.	at risk of out of home placement. Parent or guardian is
	willing and able to maintain child in community. Child
	must reside in Ulster County. Goal is to link family to
	community supports and provide safety and service
	planning.
Supportive Case Management (SCM)	Child must be seriously emotionally disturbed (SED).
Astor Services for Children and Families	Parent or guardian is willing and able to maintain child in
	community. Goal is to link family to community supports
	and provide safety and service planning. Child must reside
	in Ulster County.
Home and Community Based Services (Waiver)	Child must be seriously emotionally disturbed (SED) and
Mental Health Association in Ulster County, Inc.	at risk of long term placement/hospitalization. Parent or
AND	guardian is willing and able to maintain child in
Parsons Child and Family Center	community. Child must reside in Ulster County. Goal is
	to link to community supports, minimize hospitalizations
	and stabilize within community setting.
Family Support Services (for parent/guardian)	Ulster County parents/guardians who are struggling with a
MHA in Ulster County, Inc.	child with mental health issues are eligible. Goal of
	Family Support is to provide parent specific psycho-
	education, support, advocacy and linkage to resources.
Family Support Care Coordination (for the	Ulster County parents/guardians who are struggling with a
parent/guardian AND child)	child with mental health issues are eligible. Goal is to
Family of Woodstock, Inc.	work with both the child and parent/guardian to identify
	parent and child goals and provide psycho-education,
	support, advocacy and linkage to resources.

# Ulster County Child SPOA (Single Point of Access) **AUTHORIZATION TO RELEASE INFORMATION**

Ulster County Department of Mental Health 239 Golden Hill Lane, Kingston, NY 12401

Name:		
Last <b>Discl</b> e	First  sure with Client Authorization	MI
Specific information to be disclosed:		
1		
(The person authorizing this disclosure has the	right to inspect and copy the disclos	ed information.)
Purpose or need for disclosure:		
Sarvica Plann	ing and Coordination	
Name or title of person or organization		
Flease include any individuals/age	encies currently providing services	to your cina.
Referring agency:		
School:		
Private therapist:		
Pediatrician:		
Hospital:		
Other:		
Other:		
(NOTE: Please include all parties listed in #23 of	of the application and others who may	y have necessary
information.)		
Information will be disclosed and exchanged with		
Ulster County Department of Mental Health, Ul	• •	
Department, Mental Health Association of Ulste Resource Center for Accessible Living, DSS Chi		
ACCESS: Supports for Living (Ulster County M		
Services, Institute for Family Health (Ulster clin		,
Parsons Child and Family Center, Astor Service		
Valley (Adolescent Partial Hospital Program).		
I understand, by signing this release, I am permitting the		
information for the purpose of coordinating treatment set withdrawn by me, in writing, at any time except to the ex-		
that signing this document does not affect protections un		
the code of Federal Regulations governing confidentialit		
of this information and/or documentation to any party of	her than those designated is forbidden with	
authorization. I understand this release will automatical	ly expire one year from date signed.	
Client Signature	D	ate
Parent or Guardian Signature		ate
<u></u>		<del> </del>
Witness	D	ate

rev. May 2015

CANCELLATION/REFUSAL	TO RELEASE INFORMATION
I hereby cancel my authorization to release	☐ I hereby refuse to authorize the release of
information to Ulster County Child SPOA.	information to Ulster County Child SPOA.
	<u> </u>
Parent or Guardian Signature	Date
Witness Signature	Date

# Ulster County Child SPOA Application

Child's Name			Child's DOB Age	$M \square F \square$ Gender			
Cilia s Ivalie			Cilila 3 DOD Age	Gender			
Parent/Guardian							
Child's Social Secur	ity No.		Child's Medicaid CIN	Ţ#.			
Street Address		Apartment No.	Child's Insurance No #	<del></del> <del>‡</del>			
Town/City	State	Zip	Insurance Company or Managed Care Provide				
Phone			☐ Check here if currently applying for Medicaid or Medicaid Managed Care				
If child receives Sur	rvivor Benefits	s, please include mon	thly Benefit amount	·			
Child SPOA Team, of Services, Astor Serv Ulster County Depar Ulster County, ACC	consisting of: P ices for Childre tment of Menta ESS: Supports ags are held wee	arsons Child and Famen and Families, Health Health, Family of V for Living (Ulster Co	ces, a level of care meeting Center, Ulster County th Alliance of the Hudson Woodstock, Inc., Mental Hunty Mobile Mental Heal The Child SPOA Coordinates	Department of Social Nalley (APHP), Health Association in th Team), and Family			
The targeted length	of stay for all	Child SPOA progra	ams is 9-18 months.				
Please check service	category for w	hich child is being ref	Gerred (see Admission Eli	gibility, on page 1):			
CASE MANAGEMEN  □ Family Support Ser  □ Family Support Pro  □ Children's Supporti □ Children's Intensive □ Home and Commun	vices (MHA) gram (Family of ve Case Manage e Case Managem	Woodstock) ment ent	PLACEMENT (Out Of I □ Residential Treatment □ Community Residence	t Facility (RTF)			

#### **SECTION I: SED CHECKLIST**

To document child with serious emotional disturbance,

MINIMUM REQUIREMENTS FOR SED: Criterion A must be met, and both parts of B or C must be met.

#### CHECK ALL THAT APPLY:

☐ Child meets age requirement (under 18 years of age)

#### (A) <u>DIAGNOSIS OF DESIGNATED EMOTIONAL DISTURBANCE</u>

☐ Child has DSM-5 psychiatric diagnosis other than:

- o alcohol or drug disorders (291.x, 292.xx, 303.xx, 304.xx, 305.xx)
- o organic brain syndromes (290.xx, 293.xx, 294.x)
- o developmental disabilities (299.xx, 315.xx—319x)
- o social conditions (V codes)
- o ICD-9-CM diagnoses not having a DSM-5 equivalent

**AND** (1 and 2 of Part B must be met)

#### (B) EXTENDED IMPAIRMENT IN FUNCTIONING DUE TO EMOTIONAL DISTURBANCE

- 1. Over the last 12 months, continuously or intermittently, child has experienced functional limitations due to emotional disturbance. Problems must be moderate in at least two areas, or severe in at least one area.
  - o **Self Care**—personal hygiene; obtaining and eating food; dressing; avoiding injuries.
  - **Family Life**—capacity to live in a family or family-like environment; relationships with parents.
  - Social Relationships—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—ability to sustain focused attention for long periods of time to permit completion of age-appropriate tasks; behavioral self-control; appropriate judgment and value systems; decision-making ability.
  - o **Learning Ability**—school achievement and attendance; receptive and expressive language; relationships with teachers; behavior in school.
- 2. During the last 12 months, continuously or intermittently, child has rated 50 or less on the Children's Global Assessment Scale (CGAS) or the Global Assessment of Functioning (GAF) because of emotional disturbance.

**OR** (1 and 2 of Part C must be met).

#### (C) <u>CURRENT IMPAIRMENT IN FUNCTIONING WITH SEVERE SYMPTOMS</u>

- 1. Child currently rates 50 or less on the CGAS (or GAF) because of emotional disturbance.
- 2.  $\square$  Within the past 30 days, child has experienced at least one of the following:
  - Serious suicidal symptoms or other life-threatening, self-destructive behaviors.
  - $\circ \quad Significant \ psychotic \ symptoms \ (hallucinations, \ delusions, \ bizarre \ behavior).$
  - o Behavior caused by emotional disturbances that placed the child at risk of causing personal injuries or significant property damage.

#### SECTION II: AT RISK CHECKLIST

# A. To document child at risk of serious emotional disturbance: *Check all that apply:* □ Child meets age requirements (under 18 years of age) $\Box$ Failed adoption(s) □ Parent with serious/persistent mental illness □ Parent with history of chronic alcohol and/or drug abuse Child has experienced at least one of the following: ☐ Has been a victim of physical, emotional or sexual abuse, or severe neglect ☐ Has been a victim of, or witness to, serious violent crime or domestic violence Has experienced residential disruption caused by: Out-of-home placement due to emotional disturbance ☐ Multiple family separations □Extended period of homelessness B. Child is at risk of residential placement if any one of these conditions is met: There is a current psychiatric/psychological evaluation recommending placement. □CSE has approved/is considering residential placement. ☐ There is a pending application for RTF before the PACC. ☐ The DSS residential placement unit has received request for placement. □ Child is awaiting placement through the juvenile justice system.

□ Child has experienced a previous residential placement.

## **SECTION III: REFERRAL SOURCE IDENTIFICATION**

1.	DATE OF REFERRAL							
2.	ORGANIZATION/PROGRAM	NAME_						
3.	NAME OF PERSON MAKING							<u> </u>
	Address							
	Phone ext				E-ma	ail		
		-						
	SECTION	ON IV: C	HILD AND FAN	MILY IN	FORM	MATIO	N	
4 ,								
<b>4.</b> ]	LIST ALL FAMILY MEMBEI	RS; INCL				res in		
	Name (first and last)	Name (first and last)  Age  Relationship to Child				he		ently in Employed?
			to Cline		Но	me?	School	Employeu:
<b>5.</b> ]	FAMILY STRENGTHS/NEED	S RELA	TED TO THE C	ARE OF	THE	CHILI	<b>)</b> :	
					Yes	No	Limited	Unknown
	bes <b>caregiver</b> have any physical of		ral health limitation	ons?				
	there adequate supervision for the							
	family involved with care/treatme		_					
	family knowledgeable and unders family able to organize and maint	_						
	pes family have resources (i.e. find			u:				
	family housing situation stable?	anciai, ext	clided fallify):					
10 1	running nousing situation stable.				_			
	SE SPACE BELOW FOR ADDIT	TIONAL F	FAMILY STREN	GTHS (	OR TO	CLAR	IFY RESI	PONSES
ΑE	BOVE.							
_	~							
6.	CHILD STRENGTHS/NEEDS			Yes	No	I imite	d Unknov	avn
Ch	aild is involved in family activities	S.						VV 11
	aild communicates well with fami		rs.					
	aild has stable relationships in his	•						
	aild is doing well in school.							
	ild can manage in stressful situat	ions.						
C'h	uild is involved in spiritual/religio	us activiti	es					

#### CHILD'S TALENTS/INTERESTS/HOBBIES/STRENGTHS or VOCATIONAL INTERESTS

	RIMARY LANGUAGE:	_
	□ English	☐ American Sign Language
	□Spanish	Other (specify):
. R	ACE/ETHNIC IDENTITY:	
	□White	☐ Hispanic/Latino:
	☐Black/African American	☐Mexican, Mex-Am., Chicano
	☐ Asian/Pacific Islander	☐Puerto Rican
	☐ American Indian	□Cuban
	☐ Significant cultural identity	□ Dominican
	(specify):	☐Central American
	☐ Other (specify):	
. <b>C</b>	CUSTODY STATUS:	
	$\Box$ Two biological parents $OR$ one biological	I and one step-parent
	☐Biological mother only	☐ Aunt and/or uncle
	☐Biological father only	$\square$ Grandparent(s)
	☐Adoptive parent(s)	☐Friend (adult friend)
	☐Foster parent(s)	$\square  ext{DSS}$
	$\square$ Sibling(s)	Other (specify):
0. C	CURRENT LIVING SITUATION:	
•••	☐Two-Parent Biological Family	☐Psychiatric Inpatient Care
	☐ One-Parent Biological Family	☐Crisis Residence
	☐ One Parent Biological & Step Parent	☐ Shelter for Homeless
	☐ Two-Parent Adoptive Family	☐ Temporary Housing for Homeless
	☐ One-Parent Adoptive Family	☐Residential School (SED)
	☐Relative's Home	Residential Treatment Center (DSS)
	□DSS Foster Care	☐ Residential Treatment Facility (OMH)
	□DSS Therapeutic Foster Care	□OCFS Facility
	□DSS Group Home	□Jail
	□DSS Kinship Foster Home	☐ Homeless/Streets
	☐OMH C&Y Community Residence	Other (specify):

### **SECTION V: CHILD'S MENTAL HEALTH CRITERIA**

#### 11. (A) DSM-5 DIAGNOSIS, IF KNOWN (description):

Axis I_				_Axis III			
Axis I_				<u>_</u>			
Axis I_				_Axis IV			
			GAF cu	ırrent	_Highest	t Last Year	
Axis II_				<u>-</u>			
Axis II				_Date of Diagno	stic Eval	luation	
(B)	IQ SCORE:						
	Verbal	Performance		Full Scale		Test Date	

# 12. PLEASE CHECK BELOW THE DEGREE TO WHICH THIS CHILD EXHIBITS THE FOLLOWING SYMPTOMS OR BEHAVIORS WHICH ARE ATTRIBUTABLE TO AN EMOTIONAL DISORDER OR ISSUES LEADING TO REFERRAL:

		Not Present	Mild	Moderate	Severe	Duration of Symptoms < 1 year > 1 year	Historical information for items marked with ** only
1	Psychotic Symptoms						Please indicate
	(Hallucinations, Delusions, Bizarre Behavior)						latest date of event
2	Attention Deficit/Impulse Control						
3	Depressed Mood/Anxiety						
4	Non-Compliance with Authority Figures						
5	Antisocial/Delinquent Behavior						
6	Alcohol/Substance abuse						
7	Self Abuse/Self Mutilation						**
8	Suicidal threats, ideation						**
9	Suicidal Attempts						**
10	Extreme verbal abuse						
11	Cruelty to Animals						
12	Fire Setting						**
13	Threat to Life of Others						**
14	Running Away						**
15	Sexually Abusive Behavior						
16	Social Behavior Problems						
17	School Behavior Problems						
18	Criminal Behavior/Police Contact						**
19	Academic Problems						
20	Truancy						
21	Inappropriate Sexual Behavior/Acting Out						
22	Poor self-esteem						
23	Anger/Age Inappropriate Tantrums						
24	Social Contact Avoidance	П	П	П	П		
25	Poor peer interaction						
26	Encopresis						
27	Enuresis						
28	Sleep Problems/Disorders						
29	Obsessive/Compulsive Behavior						
30	Eating Problems/Disorders						
31	Physical Aggression						
32	Mood Swings						
33	Phobias and Fears						
34	Somatic Complaints						
35	Other						
55	To provide furt						L

#### 14. PSYCHIATRIC HOSPITALIZATION HISTORY (for last 3 years only)

Name of Hospital	Admission Date	Discharge Date	No. of Days Hospitalized

<sup>☐</sup> Check if unknown. If necessary, please use back of page or attach.

# 15. INDICATE WHETHER THE CHILD IS KNOWN TO HAVE

		Not Present	Mild	Moderate	Severe
1	Developmental Delays				
2	Learning Disability				
3	Physical Handicap:				
	Blind				
	Visually Impaired				
	Deaf				
	Hard of Hearing				
	Speech Impairment				
	Other (specify):				
4	Mental Retardation				
5	Disabling or Life-Threatening Medical Condition				
6	List any chronic health diagnoses (i.e. asthma, diabetes)				

#### 16. N

Is there a history of substance abuse in child's biological family?

16. MEDICATION FOR MENTAL HEALTH ISSUES			
☐Yes, currently (specify):			
☐ Yes, in past (specify):			
$\square$ No, never medicated			
17. CHILD/FAMILY HISTORY	Yes	No	Unknown
Has child experienced any trauma or traumatic experience?			
If yes, explain briefly			
Are there any family situations currently affecting child's behavior?			
If yes, explain briefly			
Has child ever been physically abused?			
Has child ever been sexually abused?			
Has child ever been emotionally abused?			
Is there a history of domestic violence/spousal abuse in child's			
biological family?			
Is there a history of mental illness in child's biological family?			

## **SECTION VI: CHILD'S EDUCATIONAL INFORMATION**

18. A. EDUCATIONAL PLACEMEN	T (check if present and/or in the past 12 months):				
☐Regular class in age approp	riate grade				
□ Regular class, retained at grade level					
☐ Special Education, in-district	ct program/services				
☐ Day Treatment, out of distri	ict (including OMH Day Treatment)				
☐Residential Program	•				
☐Vocational training only					
☐ Part-time Vocational/Educa	utional				
□Not enrolled in school					
☐ High School Graduate/GED	)				
☐ Home Instruction					
$\square$ Other (specify):					
B. SCHOOL DISTRICT					
C. BUILDING					
D. ALTERNATE PLACE	MENT				
E. GRADE					
19. DOES THIS CHILD HAVE A CO	MMITTEE ON SPECIAL EDUCATION (CSE)				
CLASSIFICATION? PLEASE IN					
☐Emotionally Disturbed	☐Other Health Impaired				
☐ Learning Disabled	☐ Multiply Handicapped				
☐ Sensory Impaired	□Not Classified				
☐ Physically Disabled	□Unknown				
□1 hysicany Disabled	□ CHRHOWH				
20. SCHOOL BEHAVIOR					
20. School Blim vion					
☐Does not participate					
☐ Has truancy/attendance problem	ms; cuts classes				
$\square$ Has failing grades					
☐ Lacks friends at school					
☐ Assaults teachers					
☐Does not respond to teacher de	mands				
☐ Fights with peers					
☐ Frequent suspensions					

## **SECTION VII: SERVICE SUPPORT INFORMATION**

#### 21. CURRENT OR PREVIOUS CONTACTS WITH (check all that apply):

		Check if EVER received	Check if received in past 12 months
(A)	MENTAL HEALTH SERVICES (specify):		
	Inpatient		
	Emergency Department		
	Partial Hospitalization		
	Residential Treatment		
	Day Treatment		
	Clinic		
	CCS/MST		
	NEXIS		
	Mental Health Case Management		
	Private Therapist		
	Other (specify):	🗆	
(B)	MENTAL HEALTH SUPPORT		
	Respite		
	Family Supports		
	Other (specify):	🗆	
(C)	JUVENILE JUSTICE		
	PINS Diversion		
	PINS		
	JD		
(D)	FAMILY COURT		
(E)	CHILD WELFARE (if yes, specify)		
	Foster Care		
	Child Protective Services		
	Preventive Services		
	Family Preservation		
	Other (specify):		
(F)	OPWDD /DEVELOPMENTAL DISABILITIES		
(G)	ALCOHOL/SUBSTANCE ABUSE		

(H) OTHER (list):		EVER received	received in past 12 months
<b>22. CURRENT CON</b> (Mental Health p School Represen	provider, DSS, Mental Health Assoc	•	ist, Probation Officer,
Agency/Organization	Name	Address	Phone
23. INSURANCE INFORMATION (check all that apply):  TANF Recipient Medicaid Medicaid Managed Care: Company Name Medicaid Application Pending Medicaid Denied Commercial Insurance: Name of Policyholder		☐ Medicare ☐ No Insurance ☐ Social Security/SSDI ☐ SSI ☐ Survivor's Benefits ☐ Other	
Name of Policyr	ZEN OF THE UNITED STATES?	 Yes	No □

\_\_\_\_\_