

OMH Article 31 Outpatient Clinic 5-Day Priority Status

For Justice-Involved Youth

Key:

C-SPOA

DSS

OMH Article 31
Outpatient Clinic

Probation

Youth
Family

Workflow - Process

1a. DSS identify eligible Youth; complete C-SPOA *Universal Consent for Release of Information [Consent]* and *Broome County Preventive Services Screening / Referral Form [Referral Form]*; submits documents to C-SPOA.

----- **or** ----- [See *GUIDANCE* document for eligibility and required documentation.]

1b. PROBATION identify eligible Youth; complete C-SPOA *Universal Consent for Release of Information [Consent]* and *Broome County Preventive Services Screening / Referral Form [Referral Form]*; submit documents to C-SPOA.

2. C-SPOA

- A. Receives *Referral Form* and *Consent*, reviews for completeness; amend as needed. [See *GUIDANCE* document]
 - i. OPTIONAL: C-SPOA Application can be submitted to access other specialized services; or
 - ii. OPTIONAL: A-SPOA Application can be submitted for Justice-Involved Youth who will be turning 18 within the next few months.
- B. Contacts and submits documentation to clinic as identified by Youth/Family.
- C. If no specific preference is made by family, C-SPOA distributes referrals, in rotation, to eligible clinics.

3. CLINIC

- A. Acknowledges receipt of *Consent* and *Referral Form* to C-SPOA within three (3) business days.
- B. Reviews *Referral Form*
- C. Contacts youth/family to schedule day/time of priority appointment.
 - i. NOTE: Clinic must document at least three attempts by two different means (*phone/voicemail/text/letter*) within 30 days of receipt of *Referral Form*.
- D. Notifies C-SPOA of scheduled day/time of priority appointment.

4. C-SPOA notifies referral source (DSS/Probation—per information on referral) of scheduled appointment day/time. Transportation assistance *may* be available.

5. YOUTH / FAMILY attend priority-scheduled appointment – and any follow-up appointments with clinic.

6. C-SPOA Monitoring

- A. Initial Appointment(s):
 - i. Contacts Clinic regarding attendance to initial scheduled appointment, completion of intake process and disposition of care.
 - ii. Notifies Referral Source (*DSS/Probation – per information on referral*) of status of intake and disposition of care.
- B. Ongoing Monitoring – *data collection only*
 - i. Clinic-designated C-SPOA representative(s) provides update on case status (*admission/discharge/continued treatment engagement*) following C-SPOA Committee designated intervals [see *GUIDANCE* document].