COUNTY OF GREENE

SINGLE POINT OF ACCESS (SPOA)

GENERAL INSTRUCTIONS

**STEP I**

To make a referral, simply complete the **three page** referral form and submit with one (or more) document of support (see below) listing the disabling condition. **NO OTHER DOCUMENTATION IS REQUIRED AT THIS STEP.**

* **Medical** - Physical Exam with immunization record (completed within the past 12 months)
* **Outpatient Behavioral Health** - Initial Psychosocial Assessment, intake assessment, or placement assessment, treatment plans (completed by a licensed professional, within the past 12 months)
* **In-patient Psychiatric** - placement and treatment records, including psychiatric hospitalizations, outpatient treatment, partial treatment programs
* **Day Program –** treatment plans, program evaluations
* **Residential -** assessments, treatment plans, logs and progress reports

A confirmation that the referral was received will be sent to the referral source.

**STEP II**

Adult SPOA Coordinator will review the submission. The following may be a requirement of to complete the application for services:

* Phone and in-person interviews
* Questionnaires and brief assessments
* Additional documentation of disabling condition

Phone and in-person interviews may be scheduled as necessary in addition to a meeting with the SPOA Committee (below) to determine eligibility necessary to complete the Adult SPOA process. Supports (friends, family, primary care physician, care coordinator, program manager, etc) may be invited to take part in this process. The Coordinator will work with individuals to accommodate any limitations or restrictions that may be a factor in completing these steps. Please notify the Coordinator if you require special accommodations.

**STEP III**

The SPOA Committee meets twice each month to review referrals and applications, on the 2nd and 4th Tuesdays of the month. Applicants will be notified of the time of review, and will be invited to attend if needed. Determination of services will be communicated to the referral source within 7 business days following a Committee review meeting.

Thank you for your interest in SPOA.

Questions or concerns can be directed to:

Zoe Gale, BS

Coordinator, Adult Single Point of Access

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