COUNTY OF GREENE

SINGLE POINT OF ACCESS (SPOA)

GENERAL INSTRUCTIONS

**STEP I**

To make a referral, simply complete the referral form accompanied by a **psychosocial assessment AND physical health examination or other professional health evaluation** with relevant treatment information, completed within the past year.

While not required, these documents may be submitted to assist in eligibility:

* **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 each month to review referrals and applications, on the 4th Tuesday 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 following a Committee review meeting.

Thank you for your interest in SPOA.

Questions or concerns can be directed to:

Zoe Gale, BS

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