

Community Access Referral Form

Guild's Community Access services provide assessment and referral to individuals seeking mental health services. Private-pay options for those who may not qualify for publicly funded services are also available. Community Access also completed Housing Consultation services in the form of a Housing Focused Person-Centered Plan. Eligibility screening is done for services offered at Guild including:

- **Mental Health Targeted Case Management (TCM)**

TCM is a service that helps individuals gain access to medical, social, educational, vocational, financial, and other necessary services related to individuals' mental and physical health needs. Stability in housing, optimal health, and connections to their community are the desired results of these services. Diagnostic Assessment must be dated within last 180 days.

Eligibility: at least 18 years of age, active medical assistance, and residing in an eligible county

Eligible Diagnoses: Major Depression, Bipolar, Schizoaffective, Schizophrenia, Borderline Personality Disorder

- **Assertive Community Treatment (ACT)**

ACT helps individuals living in the community who experience severe, hard to manage symptoms of mental illness. These evidence-based and economical services are mobile, delivered where needed (most often in individuals' homes) using a team-based model. There are teams for adults (at least 18 years of age) and youth (16-23 years old). Diagnostic Assessment must be dated within the past year.

Eligibility: Adults- Ramsey or Dakota County; Youth- Minneapolis or St. Paul metro

Eligible Diagnoses: Adult Services- Schizophrenia, Schizoaffective Disorder, Major Depressive Disorder with psychotic features or other psychotic disorders or Bipolar Disorder; Youth Services: functional impairments and mental health symptoms

Insurance: Active Medical Assistance (MA)

- **Behavioral Health Home (BHH)**

BHH is a service that helps individuals coordinate their physical and mental health care through support in accessing resources, doctors, other providers, health promotion, and comprehensive care planning. Services are provided using a team-based model that works directly with the individual and their identified natural supports. Diagnostic Assessment must be dated within the past year.

Eligibility: at least 18 years of age, active medical assistance, and residing in one of the following counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington

Eligible Diagnoses: any mental health diagnosis, substance use disorders or developmental disabilities are not qualifying diagnoses but can be included along with a primary mental health diagnosis

Insurance: Active Medical Assistance (MA)

- **Housing Consultation**

Housing Consultation is service to develop a person-centered plan for people without MA case management or waived services. Housing consultation services are available once annually. Additional sessions are allowed if a person wants to change housing transition or housing sustaining provider or experiences a significant change in circumstance that requires a new person-centered plan.

Eligibility: at least 18 years of age, active medical assistance, and residing in one of the following counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington

Eligible Diagnoses: any disabling condition, housing instability, and requiring assistance in one of the following areas: communication, mobility, decision-making, or managing challenging behaviors.



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Please fill out the next page of this form and fax to 651-209-0148 ATTN: CA along with a copy of a diagnostic assessment, medical records, Professional Statement of Need, MN Choices Assessment, or any other documentation to support eligibility determination. If the diagnostic assessment was completed by a different provider, please include a release for them as well.

Call 651-925-8490 with questions about Guild's mental health services.

For referral to or information on other Guild programs:

- **Guild Community Support program:** drop-in member center which offers recreation, social, and other opportunities for Dakota county residents: call 651-457-2248.
- **Maureen's House:** mental health crisis stabilization program where people can stay up to 10 days: call 612-267-5242.
- **Guild South: Intensive Residential Treatment Services-** 90-day mental health treatment program: call 651-455-6800.
- **Guild Crisis and Recovery Center, Scott County:** Mental health crisis stabilization and residential treatment program: call 952-955-9977.

Please complete the following page

Community Access Referral Form

Date of Referral	
Client's Name	
Date of Birth	
Address	
Phone Number & Email	
Social Security Number	
Preferred Language	
County of Residence	
Previous Guild Client	No Yes If yes, which service?
Insurance and ID #	
Mental Health Diagnoses & Mental Health Providers	
Medical Diagnoses & Medical Providers	
Housing Goals or Needs	Currently homeless: Yes No At Risk of Homelessness: Yes No
Reason for Referral and Additional Information (include hospitalization/crisis usage, mental health symptoms, etc.)	If referring to Social Security Advocacy- Work Status/Current Income? Have you applied for SSI/SSDI previously? If yes, list date and outcome.
Date and Location of Diagnostic Assessment	
Referral Source & Phone Number	
Relationship to Individual	
Check desired service	Mental Health (ACT, TCM, BHH) Housing Consultation Social Security Advocacy

The final determination regarding appropriate service will be made by Community Access staff based on eligibility and information obtained through the referral process.