



CA Staff Only	
Received by:	_____
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Community Access Referral Form: TCM, ACT, BHH

Guild’s Community Access services provide assessment and referral to individuals seeking mental health services. Community Access also completes Housing Consultation services in the form of a Housing Focused Person-Centered Plan, and Social Security Advocacy for initial claims only (see reverse side). Private-pay options for those who may not qualify for publicly funded services are also available (see reverse side).

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)

Referring for Mental Health Service (TCM, ACT, or BHH)

DA Attached

ROI Attached



Community Access Referral Form: Housing Consultation & Social Security Advocacy

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.

Referring for Housing Consultation

PSN Attached

ROI Attached

Social Security Advocacy

Social Security Advocacy is a program to help individuals apply for an initial claim for Social Security benefits. If an application has already been started, contact Disability Hub (1-866-333-2466 or <https://www.disabilityhubmn.org/>) for further resources and guidance.

Eligibility:

- Have never applied for Social Security benefits before
- Between ages 18-65
- Homeless or at risk of homelessness
- Physical or mental disability
- Currently receiving medical or mental health treatment for disabling condition
- Not currently working or can't earn more than \$1,200 per month

Referring for Social Security Advocacy

ROI Attached



Community Access Referral Form

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 services.

For referral to or information on other Guild programs:

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.

Main IRTS intake: call 651-262-2330.

Guild South: Intensive Residential Treatment Services- 90-day mental health treatment program: call 612-267-5242.

Guild Crisis and Recovery Center, Scott County: mental health crisis stabilization and residential treatment program: call 651-457-2248.

Please complete the following page



Community Access Referral Form

Date of Referral									
Client's Name									
Date of Birth									
Address									
County of Residence									
Phone and Email									
Social Security Number									
Preferred Language									
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?	No		Yes	
					At risk of homelessness?	No		Yes	
Reason for Referral									
Referral Source & Phone Number									
Relationship to Client									

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