



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 (see reverse side). Private-pay options for those who may not qualify for publicly funded services are also available.

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 (14-21 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) X

DA Attached X

ROI Attached X

If DA not attached, date & location of last DA:



Community Access Referral Form: Housing Consultation / Stabilization

Guild does not have direct access to housing or financial assistance. Housing consultation and housing stabilization services assist clients in finding, keeping, and/or changing their housing situation.

Housing Consultation

Housing Consultation is service to develop a person-centered plan for people without MA case management or waived services. Housing consultation services can be renewed 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 X **PSN Attached** X **ROI Attached** X

* Housing Consultation Plan is completed by Guild, referring elsewhere for Housing Stabilization Services. Guild can complete PSN if it is not included with referral.

Housing Stabilization Services

Housing Stabilization Services is a Medical Assistance (MA) benefit that helps people with disabilities and seniors find and keep housing.

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

◦ experiencing homelessness, at risk of homelessness, at risk of institutionalization, or living in an institution or some types of group settings, including ICF-DDs, nursing facilities, Adult Foster Care, and Board and Lodge

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 Stabilization X **Housing Consult Plan or CSSP Attached** X **Evidence of medical need *** X

Proof of disability ** X **ROI attached** X

* Could include MNChoices, PSN, Coordinated Entry assessment (none over 12 months old)

** Could include PSN, medical opinion form, SSI/SSDI recipient



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 651-262-2330.

Main IRTS intake: call 651-262-2330.

Guild South: Intensive Residential Treatment Services- 90-day mental health treatment program: call 651-262-2330.

Guild Crisis and Recovery Center, Scott County: mental health crisis stabilization and residential treatment program: call 651-262-2330.

Please complete the following page



Community Access Referral Form

Date of Referral					
Client's Name					
Date of Birth					
County of Residence		County of Financial Responsibility			
Address					
Phone Number(s)		Preferred Language			
Email Address(es)					
Race	<input checked="" type="checkbox"/> American Indian / Alaskan Native	Ethnicity	<input type="checkbox"/> Cuban		
	<input checked="" type="checkbox"/> Asian		<input type="checkbox"/> Declined to Answer		
	<input checked="" type="checkbox"/> Black or African American		<input type="checkbox"/> Hispanic Origin		
	<input checked="" type="checkbox"/> Declined to answer		<input type="checkbox"/> Mexican		
	<input checked="" type="checkbox"/> Native Hawaiian / Pacific Islander		<input type="checkbox"/> Not of Hispanic Origin		
	<input checked="" type="checkbox"/> Some Other Race Alone: <input style="width: 100px; height: 20px;" type="text"/>		<input type="checkbox"/> Other Specific Hispanic: <input style="width: 100px; height: 20px;" type="text"/>		
	<input checked="" type="checkbox"/> Unknown		<input type="checkbox"/> Puerto Rican		
	<input checked="" type="checkbox"/> White		<input type="checkbox"/> Unknown		
MHCP / PMI number		SSN			
Previous Guild Client?	No	Yes	If yes, which service?		
Insurance and ID#	Client currently working?		No	Yes	
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					
Referral Phone Number	Relationship to Client				
Referral Email					

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