

## **Broome County Single Point of Accountability Children's Referral Packet**

Thank you for your interest in referring to the children's specialized non-emergency mental health services of Broome County. This form should be completed if you are referring a child/family to **Intensive Case Management, Supportive Case Management, CCSI, The Children's Flex Team (Home and Community Based Services Waiver), The Boys of Courage (Community Residence), the Harbour Program, Catholic Charities Children & Youth Respite &/or Catholic Charities Children & Youth Mentoring**. The referral process is described below, and the following page contains information on each of the programs to help you decide the level of service needed.

### **Referral Process:**

1. The referral agent completes the referral packet, including the consent form. The parent/guardian of the child must be involved in completing the packet. Included in this packet is a letter for parents/guardians that outlines the purpose and intention of the consent form. Please review this letter with the parent/guardian, remove it from the packet and give it to them for future reference. The signed consent form must remain with the packet in order for the referral to be considered for services.
2. The entire packet of information is forwarded to:  
*Broome County SPOA  
c/o Catholic Charities  
129 Main Street  
Binghamton, NY 13905*
3. The SPOA Team reviews the packet for accuracy and completeness.
4. If additional information is required/requested, a member of the SPOA Team may:
  - a) contact the referring agent and/or family to obtain additional information
  - b) coordinate with the referring agent any additional evaluations or assessments that are needed
  - c) schedule an appointment with the child/family to conduct a more thorough assessment
5. Once the packet is complete and has been reviewed, the SPOA Committee in collaboration with program coordinators will determine whether the child/family is appropriate for one of the SPOA services.
6. If not appropriate for a SPOA service, the referring agent will be contacted by a member of the SPOA Team and recommendations from the SPOA Committee for other service options will be provided.
7. If appropriate for services, the completed packet of information will be forwarded to the coordinator of the service for admission/placement in the program.
8. If an opening is not immediately available and the child is placed on a services' waiting list, an interim plan will be created in collaboration with stakeholders, and a lead provider or interim case manager identified to provide ongoing coordination of care.
9. Please Note: Often, cases will be placed on waiting lists, as openings are not readily available in these programs. As such, it is the responsibility of the referring provider and the existing service providers to be able to create and institute a plan that will safely maintain this child in the community. The SPOA is a point of entry/triage and is not a service provider; therefore, they should not be considered a component of a safety plan for a family.
10. The child/family will be placed in the appropriate service when an opening is available as long as the service is still needed. The SPOA Committee will monitor current need and transitions into services.

**Referrals requesting only respite or mentoring will not go through the SPOA process, instead they will go directly to the manager of those programs. You will receive a call from those programs to notify you of the status of your referral to Respite or Mentoring. The manager responsible for both is Christen Cox, she can be reached at 770-9044 if you have questions.**