

**Instructions for Completing the
Universal Referral Form for
Adult Care Management and Residential Services
Adult Single Point of Access (SPOA)
Clinton County, NY**

When to use this form

If you would like an adult (age 18 and older) to receive the following intensive mental health services in Clinton County, you must complete this form.

- ◆ Health Home Care Management
- ◆ Residential Services (Community Residence or Apartment Treatment Program)
- ◆ Supportive Housing Services

What to do

For Residential services

Please include a recent mental health evaluation along with the application

Send the original completed form to: Behavioral Health Services North, Inc.
Director of Housing
Elizabeth Carpenter
22 US Oval, Suite 100, Plattsburgh NY 12903
518-324-4555

To expedite the referral, FAX it to:

It is also helpful to call the
Director of Housing to discuss the referral. Tel. 518-324-4606 –Email: lcarpenter@bhsn.org

For Supportive Housing services

Send the Original completed form to: Behavioral Health Services North, Inc.
Director of Housing
Elizabeth Carpenter
22 US Oval, Suite 100, Plattsburgh NY 12903
518-324-4555

To expedite the referral, FAX it to:

It is also helpful to call the Coordinator
of Supportive Housing to discuss the referral. 518-324-4606– Email: lcarpenter@bhsn.org

For Care Management services

Send the original completed form to: Behavioral Health Services North, Inc.
Health Home Care Coordination Program Director
Mary Baker
2155 State Route 22B, Morrisonville, NY 12962

To expedite the referral, FAX it to:

It is also helpful to call the Director
of Care Coordinator to discuss the referral. 518-324-5640
Tel. 518-563-8000 - Email: mbaker@bhsn.org

How decisions are made

The decision about what services will be offered is made at a meeting of the Single Point of Access (SPOA) committee. The committee finds it helpful for the person making the referral to appear before the committee to advocate for the client and answer any questions the committee may have about the referral. Please contact the SPOA Coordinator to discuss the referral further and to make arrangements to appear before the SPOA committee.

Questions? Contact

SPOA Coordinator	Tel. 518-565-4023
Clinton County Mental Health Clinic	Fax 518-566-0168
130 Arizona Ave., Suite 1500	Email: lori.mcdowell@clintoncountygov.com
Plattsburgh, NY 12903	