

Referral/Admission Packet

Fairview Recovery Services, Inc.

820 Residential Services

Fairview Recovery Services helps people with the disease of alcoholism, chemical dependency, and co-occurring conditions live independent, healthy, and productive lives by providing a continuum of individualized services and care.

Fairview Recovery Services, Inc. Referral/Admission Packet Checklist

APPLICANT NAME: _____ **DATE:** _____

- Please check all that apply:** Pregnant Intravenous Substance User Pregnant Substance User
 Other who injects drugs Parent/Guardian of child(s)in risk of entering foster care
Recently released from criminal justice setting Other substance user

Referring Agency: _____

Staff Name: _____

Contact Email: _____ Phone: _____

820 Residential Reintegration-(similar to 819 CR/HWH)

Please complete and sign the following documents before faxing/email the Referral/Admissions Packet back to Fairview Recovery Services, Inc:

- Referral/ Admissions Application
- Psycho-social assessment
- Mental health evaluation, if applicable
- Medical history, physical, UA, CBC (within last 12 months) medical clearance for communicable diseases, if available.
- PPD Test and verification/results
- Current Medication List
- Confirmations from Social Services or Social Security
- Copy of Benefit Card & Copy of Health Insurance Card
- Consent/Release forms for:
referring agency, DSS LOCADTR, emergency contact, managed care, PSYCKES
- Verified Documentation of Homelessness (see eligibility document attached)

Please return this form to Fairview Recovery Services, Inc. with all completed information

Thank you

Referral Application: Fairview 820 Residential Reintegration

INTRODUCTION

Thank you for your interest in Fairview Recovery Services. We look forward to assisting you in your continued recovery.

Please complete the application and fax to Admissions at 607-352-4777. You may also send in a secure email to admissions@frsinc.org

APPLICANT INFORMATION

Name: _____ Phone: _____

Street address (prior to treatment, if applicable): _____

City: _____ County: _____ State: _____ Zip: _____

What are the reasons why the applicant cannot return to the above address?

Is the applicant homeless or at risk for homelessness? Yes No If yes, please explain:

D.O.B. _____ S.S.N. _____ Medicaid Number _____

SUBSTANCE HISTORY

Does the applicant have a substance use disorder diagnosis? Yes No If yes, list DSM / ICD Code:

| Code | Description |
|------|-------------|
| | |
| | |
| | |
| | |

| Substance Type | Onset | Frequency | Route of Ingestion | Date of Last Use |
|----------------|-------|-----------|--------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

MENTAL HEALTH

Does the applicant have a mental health diagnosis? Yes No If yes, please explain below:

Diagnosed by: _____ Date of Diagnosis: _____

Medications: _____ Prescribed by: _____

Is the applicant currently receiving mental health treatment? Yes No If yes, who is the provider?

Does the applicant have previous mental health treatment, including hospitalization? Yes No

If yes, please answer the following:

| Events leading to mental health treatment | Program | Dates/Length of Stay |
|---|---------|----------------------|
| | | |
| | | |
| | | |
| | | |

MEDICAL

Does the applicant have a Primary Physician? _____

Date of last physical exam / lab / blood work: _____ Date of last TB test: _____

List any physical disabilities or limitations:

Is the applicant currently being treated for any communicable disease? Yes No
If yes, explain below:

If the applicant is female, is she pregnant? Yes No N/A If yes, please answer the following:

When is her due date? _____ Is she receiving prenatal care? Yes No

If she is receiving prenatal care, where? _____

MEDICATION (Please attach current Medication List or write in below)

| Current Medication | Dosage | Prescribing Doctor | Reason for Medication |
|--------------------|--------|--------------------|-----------------------|
| | | | |
| | | | |
| | | | |

Has the applicant been prescribed any Medication-Assisted Treatment medications? Yes No

If yes, please complete the following:

| Current Medication | Dosage | Prescribing Doctor | Phone Number |
|--------------------|--------|--------------------|--------------|
| | | | |

MEDICAL INFORMATION

Please check YES or NO for the following medical issues:
 (If Yes to any of the following please elaborate in the comments section)

| | Yes | No | Comments |
|--|-----|----|----------|
| Diabetes | | | |
| Asthma | | | |
| Eating Disorder | | | |
| COPD | | | |
| Heart/Cardiac | | | |
| High Blood Pressure | | | |
| Nicotine Use | | | |
| Pregnant | | | |
| Allergies | | | |
| Digestion Issues | | | |
| Blood Disorder | | | |
| Nicotine Use | | | |
| Liver Disorder | | | |
| Hepatitis C, B, A | | | |
| HIV/AIDS | | | |
| Menstrual Disorder | | | |
| Emphysema | | | |
| Hearing Loss | | | |
| Acute or Chronic Pain | | | |
| Mobility Issues | | | |
| Infections | | | |
| Scabies | | | |
| Open Wounds | | | |
| MRSA (history/current) | | | |
| Visual Impairments | | | |
| Dental Issues | | | |
| Attention Deficit Disorder | | | |
| Cancer History | | | |
| History of Medication Assisted Treatment | | | |
| OTHER | | | |

LEGAL

Is the applicant mandated to this level of care? Yes No If yes, by whom: _____

Please provide any legal entities with which the applicant has involvement:

| Entity (Drug Court* Probation, etc.) | Jurisdiction | Contact Person | Contact Number |
|--------------------------------------|--------------|----------------|----------------|
| | | | |

Does the applicant have any pending court appearances? Yes No If yes, please describe below:

| Date | Time | Location | Reason for Appearance |
|------|------|----------|-----------------------|
| | | | |

Does the applicant have outstanding warrants? Yes No Unknown If yes, explain:

Does the applicant have a history of assault? Yes No Unknown If yes, explain:

Has the applicant been arrested for or convicted of arson? Yes No Unknown If yes, explain:

Does the applicant have any history of rape, sexual abuse, or violent crimes against a person? Yes No
If yes, please explain below: _____

FINANCIAL

Does the applicant currently receive Social Service benefits? Yes No If yes, please provide:

From which county? _____ Current monthly amount: \$ _____

Does the applicant currently receive SSI / SSD benefits? Yes No If yes, please provide:

Self-Payee Rep Payee Payee Name: _____ Phone No.: _____

Payee Address: _____

Current monthly income received from SSI / SSD: _____

Has the applicant ever been sanctioned/refused Social Services or Social Security benefits? Yes No
If yes, please explain: _____

Does the applicant have current Broome County Food Stamps? Yes No Other County Food Stamps? Yes No

Does the applicant have any other sources of income? Yes No If yes, please explain:

****Please submit proof of income with the application**

**CONSENT FOR RELEASE OF INFORMATION
CONCERNING
ALCOHOLISM/DRUG ABUSE PATIENT**

| | |
|--------------------------------|------|
| PATIENT'S LAST NAME FIRST M.I. | |
| DOB | |
| FACILITY | UNIT |

INSTRUCTIONS: **GIVE A COPY OF THE FORM TO THE PATIENT!** Prepare one (1) copy for the Patient's Case Record. If this form is used for billing purposes, prepare an additional copy for the Resource and Reimbursement Agent. If this form is sent to another agency with a request for information, prepare an additional copy for the Patient's Case Record.

[DISCLOSURE]/ [RELEASE] WITH PATIENT'S CONSENT

| | |
|---|--|
| EXTENT OR NATURE OF INFORMATION TO BE DISCLOSED/RELEASED Dates of residency, Progress in treatment, treatment planning, discharge planning, discharge summary. | |
| PURPOSE OR NEED FOR DISCLOSURE/RELEASE Coordination of Funding | |
| NAME OR TITLE OF PERSON OR ORGANIZATION DISCLOSING/RELEASING INFORMATION Between: Name: Patrick Haleyor designee Facility: Fairview Recovery Services Address: 5 Merrick Street Binghamton NY 13904 Phone: (607) 722-8987 Fax: (607) 352-4777 | NAME OR TITLE OF PERSON OR ORGANIZATION DISCLOSING/RELEASING INFORMATION And: Name: Facility: Broome County Department of Social Services Address: 36-42 Main St. Binghamton, NY 13905 |

I, the undersigned, have read the above and authorize the staff of the disclosing/releasing facility named to disclose/release such information as herein contained. I understand that this consent may be withdrawn by me in writing at any time except to the extent that action has been taken in reliance upon it. This consent shall expire six (6) months from its signing, unless a different time period, event or condition is specified below, in which case such time period, event or condition shall apply. I also understand that any disclosure/release is bound by Title 42 of the Code of Federal Regulations governing the confidentiality of alcohol and drug abuse patient records, as well as the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") 45 C.F.R. Pts. 160 & 164; and that redisclosure of this information to a party other than the one designated above is forbidden without additional written authorization on my part.

Time period, event or condition replacing period specified above: 1 year

NOTE: Any information released through this form will be accompanied by the form prohibition on Redisclosure of Information Concerning Alcoholism/Drug Abuse Patient (TRS-1)

I understand that generally the program may not condition my treatment on whether I sign a consent form, but that in certain limited circumstances I may be denied treatment if I do not sign a consent form. I have received a copy of this form, as recognized by my signature below.

| | |
|-------------------------|---|
| (Signature of Patient) | (Signature of Witness) |
| (Print Name of Patient) | (Signature of Parent /Guardian when required) |
| (Date) | (Date) |

**CONSENT FOR RELEASE OF INFORMATION
CONCERNING
ALCOHOLISM/DRUG ABUSE PATIENT**

| | |
|--------------------------------|------|
| PATIENT'S LAST NAME FIRST M.I. | |
| DOB | |
| FACILITY | UNIT |

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Time period, event or condition replacing period specified above: _____ 1 year _____

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(Signature of Patient)

(Signature of Witness)

(Print Name of Patient)

(Signature of Parent /Guardian when required)

(Date)

(Date)

**CONSENT FOR RELEASE OF INFORMATION
CONCERNING
ALCOHOLISM/DRUG ABUSE PATIENT**

| | |
|--------------------------------|------|
| PATIENT'S LAST NAME FIRST M.I. | |
| DOB | |
| FACILITY | UNIT |

INSTRUCTIONS: **GIVE A COPY OF THE FORM TO THE PATIENT!** Prepare one (1) copy for the Patient's Case Record. If this form is used for billing purposes, prepare an additional copy for the Resource and Reimbursement Agent. If this form is sent to another agency with a request for information, prepare an additional copy for the Patient's Case Record.

[DISCLOSURE]/ [RELEASE] WITH PATIENT'S CONSENT

| | |
|--|--|
| EXTENT OR NATURE OF INFORMATION TO BE DISCLOSED/RELEASED Dates of residency, Progress in treatment, treatment planning, discharge planning, discharge summary. | |
| PURPOSE OR NEED FOR DISCLOSURE/RELEASE Coordination of Care | |
| NAME OR TITLE OF PERSON OR ORGANIZATION DISCLOSING/RELEASING INFORMATION Between: Name: Patrick Haley or designee Facility: Fairview Recovery Services Address: 5 Merrick Street Binghamton NY 13904 Phone: (607) 722-8987 Fax: (607) 352-4777 | NAME OR TITLE OF PERSON OR ORGANIZATION DISCLOSING/RELEASING INFORMATION And: Name: Facility: Address: |

I, the undersigned, have read the above and authorize the staff of the disclosing/releasing facility named to disclose/release such information as herein contained. I understand that this consent may be withdrawn by me in writing at any time except to the extent that action has been taken in reliance upon it. This consent shall expire six (6) months from its signing, unless a different time period, event or condition is specified below, in which case such time period, event or condition shall apply. I also understand that any disclosure/release is bound by Title 42 of the Code of Federal Regulations governing the confidentiality of alcohol and drug abuse patient records, as well as the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") 45 C.F.R. Pts. 160 & 164; and that redisclosure of this information to a party other than the one designated above is forbidden without additional written authorization on my part.

Time period, event or condition replacing period specified above: _____ 1 year _____

NOTE: Any information released through this form will be accompanied by the form prohibition on Redisclosure of Information Concerning Alcoholism/Drug Abuse Patient (TRS-1)

I understand that generally the program may not condition my treatment on whether I sign a consent form, but that in certain limited circumstances I may be denied treatment if I do not sign a consent form. I have received a copy of this form, as recognized by my signature below.

(Signature of Patient)

(Signature of Witness)

(Print Name of Patient)

(Signature of Parent /Guardian when required)

(Date)

(Date)

**CONSENT TO RELEASE OF INFORMATION
CONCERNING
ALCOHOLISM/DRUG ABUSE PATIENT
LOCADTR ASSESSMENT**

Revoked On: _____ Staff Initials: _____

| | | |
|---------------------|-------|------|
| Patient's Last Name | First | M.I. |
| Case Number | | |
| Facility | | Unit |

INSTRUCTIONS: **GIVE A COPY OF THIS FORM TO PATIENT!** Prepare one (1) copy for the patient's case record. If this form is to be sent to another agency with a request for information, prepare an additional copy for the patient's case record.

PATIENT'S CONSENT TO DISCLOSE AND OBTAIN PERSONAL IDENTIFYING INFORMATION

EXTENT OF NATURE OF INFORMATION TO BE DISCLOSED OR OBTAINED:

All information necessary to complete a personalized Level of Care for Alcohol and Drug Treatment Referral "LOCADTR" assessment.

PURPOSE OR NATURE FOR DISCLOSURE/RELEASE AND NAME OF ORGANIZATIONS DISCLOSING AND OBTAINING PERSONAL IDENTIFYING INFORMATION:

I consent to the disclosure of confidential information to, and among, the New York State Office of Alcoholism and Substance Abuse Services (OASAS), the OASAS-Certified treatment facility identified above, and Payer / Managed Care Plan _____ of my clinical treatment including information from the OASAS Client Data System (CDS) and my Social Security Number.

I understand that the level of care determination assessment will only be shared with me, the OASAS treatment facility, and Payer / Plan identified above. Unless I have given written permission to share the information with other agencies, programs or payers.

I further understand that non-personal identifying information may be evaluated so that the effectiveness of the LOCADTR assessment tool can be evaluated.

I, the undersigned, have read the above and authorize the New York State Office of Alcoholism and Substance Abuse Services and the staff of the OASAS-certified treatment facility named above to disclose and obtain such information as herein specified.

I understand that this consent may be withdrawn by me in writing at any time except to the extent that action has been taken in reliance upon it. This consent shall expire within six (6) months from its signing, unless a different time period, event or condition is specified below, in which case such time period, event or condition shall apply. I also understand that any disclosure of any identifying information is bound by Title 42 of the Code of Federal Regulations (C.F.R.) Part 2, governing the confidentiality of alcohol and drug abuse patient records, as well as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 C.F.R. §§160 &164; and that redisclosure of this additional information to a party other than those designated above is forbidden without additional written authorization on my part.

NOTE:

Any information released through this form **MUST** be accompanied by the form **Prohibition on Redisclosure of Information Concerning Alcoholism / Drug Abuse Patient (TRS-1)**

I understand that generally the program may not condition my treatment on whether I sign a consent form, but that in certain limited circumstances I may be denied treatment if I do not sign a consent form. I have received a copy of this form.

(Signature of Patient)

(Signature of Parent/Guardian)

(Print Name of Patient)

(Print Name of Parent/Guardian)

(Date)

(Date)

PATIENT HOMELESS STATUS: ELIGIBILITY DOCUMENTATION

Patient Name: _____

Date of Intake: _____

Check the current housing status and attach the appropriate documentation to verify homelessness eligibility.

| Homeless Status | Type of Documentation | Documentation Attached |
|---|--|------------------------|
| Living on the street | A signed and dated general certification from an outreach worker verifying that the services are going to homeless persons, and indicates where the persons served reside. | |
| Persons living on the street Persons coming from living on the street (and into a place meant for human habitation) | Staff should provide written information obtained from third party regarding the participant's whereabouts, and, then sign and date the statement. | |
| Persons coming from an emergency shelter for homeless persons | Written referral from the agency. | |
| Persons coming from transitional housing for homeless persons | Written verifications to include program residency and homeless status prior to program entry. | |
| Persons being evicted from a private dwelling | Documentation of income, efforts to obtain housing, why participant would be on street, and either documentation of formal eviction proceedings or statement from family evicting participant. (Not eligible for acceptance directly into PH from 2005 awards onward.) | |
| Persons from a short-term stay in an institution who previously resided on the street or in an emergency shelter | Written verification from the institution's staff that the participant has been residing in the institution for less than 31 days, and information on the previous living situation. | |
| Persons being discharged from a longer stay in an institution | Written verification from the institution of discharge within one week of accepting client into SHP/S+C program AND documentation of income, efforts to obtain housing, and why person would be homeless without assistance. | |
| Persons fleeing domestic violence | Written, signed, and dated verification from the participant. | |
| Other: | Written verification from client or referring agency | |
| CHRONIC HOMELESSNESS Single, disabled Adult + Continuously homeless for 1 yr or more OR.. 4 episodes of homelessness in the past 3 yrs (streets/shelters) | Written verification from outreach workers, shelters AND brief, written statement regarding previous shelter/street stays (dates, locations) AND - documentation of disability | |

NOTES:

I verify this information is true & accurate. I confirm that I have been or am about to be homeless.

STAFF MEMBER: _____

Date: _____

PATIENT: _____

Date: _____

**MULTIPARTY CONSENT FORM FOR THE
RELEASE OF CONFIDENTIAL
INFORMATION CONCERNING
ALCOHOLISM/DRUG ABUSE PATIENT**

| | |
|--|---|
| PATIENT'S LAST NAME, FIRST, M.I. | |
| DOB | |
| FACILITY Broome County Dept. Social Services | UNIT Chemical Dependency Services Unit Phone: 607-778-1251/1253 |

I, _____, authorize the following Broome County OASAS/OMH licensed programs
(NAME OF PATIENT)

Addiction Center of Broome County programs, UHS/New Horizons Chemical Dependency Treatment programs, UHS Outpatient Mental Health Clinic, Fairview Recovery Services programs, Family & Children's Society/Family Counseling Services programs, and Helio Health/Binghamton Evaluation Center, Cornerstone Family Healthcare

To disclose the following information to Broome County Social Services at 36-42 Main St Binghamton, NY 13905:

| |
|---|
| <p>EXTENT OR NATURE OF INFORMATION TO BE DISCLOSED/RELEASED</p> <p>Evaluation results and recommendations, dates of service, diagnosis/brief description of progress/prognosis, medical history, medical tests and procedures to include urine drug screen results, psychiatric/psychological consults, psychosocial/diagnostic summary, legal history, and discharge summary.</p> |
| <p>PURPOSE OR NEED FOR DISCLOSURE/RELEASE</p> <p>To monitor compliance with Chemical Dependency treatment for Temporary Assistance Applicants/Recipients as a NYS Office of Temporary and Disability Assistance mandate.</p> |

I, the undersigned, have read the above and authorize the staff of the disclosing/releasing facility named to disclose/release such information as herein contained. I understand that this consent may be withdrawn by me in writing at any time except to the extent that action has been taken in reliance upon it. This consent shall expire six (6) months from its signing, unless a different time period, event or condition is specified below, in which case such time period, event or condition shall apply. I also understand that any disclosure/release is bound by Title 42 of the Code of Federal Regulations governing the confidentiality of alcohol and drug abuse patient records, as well as the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") 45 C.F.R. Pts. 160 & 164; and that re-disclosure of this information to a party other than the one designated above is forbidden without additional written authorization on my part.

Time period, event or condition replacing period specified above: 2 years

NOTE: Any information released through this form will be accompanied by the form prohibition on Re-disclosure of Information Concerning Alcoholism/Drug Abuse Patient (TRS-1)

I understand that generally the program may not condition my treatment on whether I sign a consent form, but that in certain limited circumstances I may be denied treatment if I do not sign a consent form. I have received a copy of this form, as recognized by my signature below.

X _____
(Signature of Patient)

(Signature of Witness)

(Print Name of Patient)

(Signature of Parent /Guardian when required)

X _____
(Date)

(Date)

FAIRVIEW RESIDENTIAL

WHAT TO PACK FOR YOUR STAY

For your convenience, please use this checklist as you prepare for your stay at our facility.

Please bring only items identified on the list below.

Upon Admission all Clients are provided the following, if they do not bring their own: ● Linens ● Towels
● Personal Hygiene

***** 3 BAG LIMIT PER PATIENT *****

~~~~~

The amount of clothing is to not exceed **3** bags; all other items must fit into 3<sup>rd</sup> bag. Please have weather appropriate clothing and plan to switch out clothing as the seasons change. Bedding and toiletries are provided on admission. If a patient chooses to add new items within the duration of their stay to exceed listed amounts, items **must be traded out first**.

### **\*\*\*Maximum Number of Items Allowed Per Patient\*\*\***

**Clothing:** 8 Shirts/Blouses, 8 Pairs Jeans/Pants/Skirts in Combination, 10 pairs of Underwear/Socks/Bras, 7 Pajamas/Robe/Slippers, 2 Outer Set (coat/jacket, gloves, hat, boots), 3 Sneakers/flats/shower shoes

**Toiletries:** 1 set bedding, 2 Shampoo, 2 Deodorant, 2 Pillowcases, 2 Soaps (bar or bottle), 2 Pillows, 2 Toothbrushes, 2 Toothpastes, 1 Blanket, 1 Comforter, 1 Washcloth, 1 Towel, 1 Laundry detergent

**Other:** 3 Notebooks, 1 Planner, Stamps, envelopes, Pens/Gel Pens/Colored Pencils, Appropriate Books, Novels and Magazines, Family Photo (again, must fit within the 3-bag limit)

~~~~~

*Deliveries are permitted within the duration of your stay with **staff approval for essential items only**. This includes personal hygiene products and essential seasonal clothing if listed within the above guideline. Nonessential items are **not** approved for delivery and will need to be returned or removed from FRS property.*

Fairview Recovery Services provides basic cleaning supplies, furniture, basic hygiene products, snacks and meals

Residential is a *temporary* living situation. Clients are NOT permitted to bring in: iPads/Tablets, Laptops, Gaming Systems, Perfume/Cologne, Aerosol Spray, Snacks/Drinks or Meals

Only the above items are permitted to be brought into the Facility.