

**CATHOLIC CHARITIES OF CORTLAND COUNTY**  
**OASAS Program Referral**

*This is a fillable form; please type or print legibly*

Date: \_\_\_\_\_

Referral to:  
(Please check one)

- Charles Street Community Residence  
 Recovery Apartment Program

**REFERRAL SOURCE**

Referring Agency, if applicable: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Referral Source Phone: \_\_\_\_\_

Referral Source E-mail: \_\_\_\_\_

Admission Date: \_\_\_\_\_

**QHP Signature:** \_\_\_\_\_

*(Required)*

Anticipated Discharge Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Current living situation: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Female

Male

Non-Binary

Transgender

Has the applicant been referred to us before?

No

Yes

If yes, please provide details:

**FINANCIAL INFORMATION**

Medicaid Number: \_\_\_\_\_

County of Origin: \_\_\_\_\_

Medicaid MCO: \_\_\_\_\_

Public Assistance Amount: \_\_\_\_\_

Private Insurance Company: \_\_\_\_\_

SSI/SSD Amount: \_\_\_\_\_

Unemployment Amount: \_\_\_\_\_

Other Income: \_\_\_\_\_

Is the applicant currently sanctioned by DSS?

No

Yes

If yes, please provide details:

Has the applicant ever been sanctioned by DSS?

No

Yes

If yes, please provide details:

**MEDICAL HISTORY**

The applicant has the following medical conditions:

Allergies; details:

Seizures; details:

Date of most recent PPD Test: \_\_\_\_\_

Result of PPD: \_\_\_\_\_

Date of most recent History & Physical: \_\_\_\_\_

***Please attach H&P to this completed referral.***

Is the applicant currently pregnant?

No

Yes

Is the applicant currently breastfeeding?

No

Yes

**BEHAVIORAL HEALTH (Substance Use and/or Mental Health)**

Principle Diagnosis

ICD Code

\_\_\_\_\_

\_\_\_\_\_

The applicant has the following additional behavioral health conditions.

*(Please include all substance use and mental health information.)*

Date of most recent psychosocial assessment: \_\_\_\_\_

***Please attach psychosocial assessment to this completed referral.***

Is the applicant capable of self-preservation (evacuation from facility) in case of an emergency?

No

Yes

Is the applicant capable of self-administration of medications?

No

Yes

Recommendation(s) regarding treatment focus and why you, as the referral source, feel this level of care may be appropriate for the applicant.

**JUSTICE INVOLVEMENT**

**Probation**

Never

Current Involvement  
Probation Officer:

\_\_\_\_\_

Past Involvement  
Dates: \_\_\_\_\_

**Parole**

Never

Current Involvement  
Parole Officer:

\_\_\_\_\_

Past Involvement  
Dates: \_\_\_\_\_

**Conviction of a Crime**

Never

In past 90 days; provide details

More than 90 days ago;  
provide details

**Charges Pending**

No

Yes; provide details

***Include the following with this completed referral:***

- Referrals made by a clinical professional must include a QHP signature. (In red on page 1 of this referral form)
- Current medication list
- Current History & Physical (H&P)
- Current Psychosocial Assessment
- Documentation of PPD test completed within 12 mos.
- Current laboratory reports, including CBC and drug screen results
- Documentation supporting the requested level of care

**PLEASE SEND REFERRALS VIA ONE OF THE FOLLOWING METHODS:**

**Fax:** (607) 756-7214

**Mail:**

Catholic Charities  
ATTN: CSR/RAP Program Manager  
33-35 Central Avenue  
Cortland, New York 13045

**CONSENT FOR RELEASE OF INFORMATION  
REGARDING PERSONS WITH SUBSTANCE USE  
DISORDER**

|                            |                            |             |
|----------------------------|----------------------------|-------------|
| <b>PATIENT'S LAST NAME</b> | <b>FIRST</b>               | <b>M.I.</b> |
|                            |                            |             |
| Charles Street Residence   | Recovery Apartment Program |             |

**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 (CIRCLE)               |                                                                                              |
|                                                                                 |                                                                                              |
| PURPOSE OR NEED FOR DISCLOSURE/RELEASE (CIRCLE)                                 |                                                                                              |
|                                                                                 |                                                                                              |
| <b>NAME OR TITLE OF PERSON OR ORGANIZATION DISCLOSING/RELEASING INFORMATION</b> | <b>NAME OR TITLE OF PERSON OR ORGANIZATION TO WHICH THE DISCLOSURE/RELEASE IS TO BE MADE</b> |
| Between:                                                                        | And:                                                                                         |

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 patient records for persons with substance use disorder, 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 aparty other than the one designated above is forbidden without additional written authorization on my part.

Time period, event or condition replacing period specified above: \_\_\_\_\_

**NOTE:** Any information released through this form will be accompanied by the form prohibition on Redisclosure of Information Regarding Persons with Substance Use Disorder (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 Parent/Guardian, when required)

\_\_\_\_\_  
(Print Name of Patient)

\_\_\_\_\_  
(Print Name of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

State of New York  
OFFICE OF ADDICTION SERVICES AND SUPPORTS

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NOTE: This form must be attached to all disclosures/releases of information regarding persons with substance use disorder.

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**PROHIBITION ON REDISCLOSURE OF INFORMATION REGARDING  
PERSONS WITH SUBSTANCE USE DISORDER**

(To accompany disclosure of information made with consent for persons with  
substance use disorder)

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR part 2 and HIPAA). The federal rules prohibit you from making further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2 and/or HIPAA. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of the information to criminally investigate or prosecute any person with substance use disorder.

|                                                                |                                                                 |                                                                             |
|----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Authorization for Release of Information (Consent Form)</b> | <b>Name (Last, First, M.I.)</b><br>_____<br><b>Sex</b><br>_____ | <b>Medicaid CIN</b><br>_____<br><b>Date of Birth</b><br>_____               |
|                                                                | <u>Catholic Charities of Cortland County</u><br><b>Agency</b>   | <input type="checkbox"/> CSR <input type="checkbox"/> RAP<br><b>Program</b> |

This authorization must be completed by the client or their personal representative to use/disclose protected health information (for reasons other than treatment, payment, or health care operations), in accordance with State and Federal laws and regulations.  
 A separate authorization is required to use or disclose confidential HIV related information.

**Part 1: Authorization to Release Information**

**Description of Information to be Used/Disclosed:**

|                                                     |                                              |                                                   |                                           |                                              |
|-----------------------------------------------------|----------------------------------------------|---------------------------------------------------|-------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Characteristics/Photograph | <input type="checkbox"/> Contact Information | <input type="checkbox"/> Current Medications      | <input type="checkbox"/> Current Services | <input type="checkbox"/> Daily Living Skills |
| <input type="checkbox"/> Diagnosis                  | <input type="checkbox"/> Education           | <input type="checkbox"/> Entitlements             | <input type="checkbox"/> Electronic Files | <input type="checkbox"/> Emergency Contact   |
| <input type="checkbox"/> Functional Abilities       | <input type="checkbox"/> Mental Health       | <input type="checkbox"/> Psychosocial information |                                           |                                              |
| <input type="checkbox"/> Other; specify: _____      |                                              |                                                   |                                           |                                              |

**Purpose or Need for Information:**

1. This information is being requested:

by the individual or his/her personal representative; or

Other (please describe) Catholic Charities of Cortland County (CCOCC)

2. The purpose of the disclosure is (please describe)

|                                                |                                                 |                                              |                                            |
|------------------------------------------------|-------------------------------------------------|----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Bill Insurance        | <input type="checkbox"/> Coordinate Services    | <input type="checkbox"/> Electronic Database | <input type="checkbox"/> Emergency Contact |
| <input type="checkbox"/> Emergency Services    | <input type="checkbox"/> Establish Entitlements | <input type="checkbox"/> Establish Services  | <input type="checkbox"/> Housing           |
| <input type="checkbox"/> Other; specify: _____ |                                                 |                                              |                                            |

**Exchange of Information, in either direction, between the parties below**  
 (Include: Name, Address, Title of person/Organization/Facility/Program)

|                                                                                                                                                                                                                                                                        |                |                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Catholic Charities of Cortland County (CCOCC)</b><br>Charles Street Residence & Recovery Apartment Program<br>Mailing Address: 33-35 Central Avenue<br>Physical Address: 29 Charles Street<br>Cortland, New York 13045<br>Phone: (607) 756-9313 Fax: (607) 756-4697 | (Two Way)<br>⇔ | <b>Admissions Committee</b><br>Cortland County Mental Health Clinic; Family & Children's Counseling Services; Guthrie Cortland Medical Center; Helio Health; Syracuse Recovery Services; Cortland County Offices including DSS, Probation, and Sheriff; Cortland City Police; and other Catholic Charities programs and departments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A. I hereby permit the use or disclosure of the above information to the Person/Organization/Facility/Program(s) identified above. I understand that:

1. Only this information may be used and/or disclosed as a result of this authorization.
2. This information is confidential and cannot legally be disclosed without my permission.
3. If this information is disclosed to someone who is not required to comply with federal privacy protection regulations, then it may be redisclosed and would no longer be protected.
4. I have the right to revoke (take back) this authorization at any time. My revocation must be in writing on the form provided to me by Catholic Charities of Cortland County (CCOCC) shown below. I am aware that my revocation will not be effective if the person(s) I have authorized to use and/or disclose my protected health information has/have already taken action because of my earlier authorization.
5. I do not have to sign this authorization and that my refusal to sign will not affect my abilities to obtain treatment from the New York State Office of Addiction Services and Supports (NYS OASAS), nor will it affect my eligibility for benefits.
6. I have a right to inspect and copy my own protected health information to be used and/or disclosed (in accordance with the requirements of the federal privacy protection regulations found under 45 CFR §164.524).



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

|                            |              |             |
|----------------------------|--------------|-------------|
| <b>Patient's Last Name</b> | <b>First</b> | <b>M.I.</b> |
| 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)