

READ PRIOR TO SENDING A REFERRAL

****ALL REFERRALS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED.****

*Providing a complete referral speeds up the referral process.

DOCUMENTS ***REQUIRED FOR A COMPLETE REFERRAL:**

- *Consent to Release Information
- *Cover Sheet/ Face Sheet with patient's contact information
- *Comprehensive Assessment/ Part E: MUST include Diagnosis codes (F codes).
****Must be valid for 60+ days.**
- *Treatment Plan/ ISP/ Part D: MUST be signed by the patient.
****Must be valid for 60+ days.**
- *ASAM - *required if the patient has a substance use/abuse diagnosis OR any substance use in the last 5 years. Must be valid for 60+ days
- *At Risk Crisis Plan/ARCP - Most recent within 1 year.
- *BMI Notes from MD, RN, or PCP **** required for Eating Disorder diagnosis**
- CM, MD, RN progress notes. Most recent 3-6 months.
- Current Medication Sheet (if applicable)
- Demographics
- Advanced Directives
- *Guardianship or Advocate documents (if applicable)
- *Court Ordered Treatment Paperwork/ COT (if applicable)
- ****Group home ROI - **required if patient lives in a group home**

Please Inform your **patient** they will need the following Items the day of the In-Home Counseling Intake:

- Social Security Card
- Driver's License or State ID
- All Medical Insurance Cards
- 3 months proof of income (An award letter from SSI or SSDI Benefits and 3 months bank statements for GMH patients)

FAQ- FOR CASE MANAGERS AND PATIENTS

- **Counseling:** People Empowering People of AZ Inc. is an **in-home** counseling agency for Title 19 AHCCCS patients.
- **Violent History/ Substance Use history:** If a patient has any mention of violence, aggression, history of incarceration, or substance use history in the documentation sent, there will be a file review. For substance use, current substance use is what we focus on when staffing the information. When a file review occurs, the patient is staffed and we contact the referral source to gather more information regarding the patient. **Be advised that we are an in-home counseling agency and want to make sure that both the**

patient and clinician are safe. To assist us in processing the referral quickly, please include in the referral, information on what the “current” status of the patient in regards to either violence or substance use.

- **Sex offender History:** If a patient has a sex offender history there will be a file review. When the file review occurs, the patient is staffed and we contact the referral source to gather more information regarding the information. To assist us in processing the referral quickly, please include in the referral, information on what the “current” status of the patient is in regards to the sex offence. If a patient has history of sex offenses, a current polygraph and a list of past polygraphs will be needed. (sex history, maintenance, and any issue specific), ABLE & MSI-II, PSI (presentence investigation) will need to be provided at the time of the referral.
- **Returning Patients:** If a patient has received services through People Empowering People of AZ Inc. in the past, **be advised that they will be staffed.** We will be checking why someone closed services, if they were referred back due to needing different services, needing a higher level of care, the patient was outside our scope of practices, etc.
- **Eating Disorder:** If a patient has an eating disorder diagnosis, **PEP will need an MD, RN, or PCP notes stating the patient’s current BMI** and the patient will need to agree to sign our Informed Consent for Eating Disorders in order to start counseling services with our agency. If a patient has been previously discharged from PEP services due to having a BMI below 15.5 will be eligible to submit a new referral to the agency once the patient demonstrates, through clinical/medical documentation, that the patient successfully returned to and **consistently maintained a BMI of 15.5 or higher for three (3) consecutive months.**
- **Non-Title 19 SMI:** People Empowering People **does not accept** Non-Title 19 SMI patients. It requires a mental health block funding that we do not have.
- **EMDR Therapy Referral:** If a patient is wanting EMDR therapy, **be advised that regardless of the past counseling experience in DBT or EMDR therapy that the patient has completed, People Empowering People of AZ Inc. does not start anyone off with EMDR therapy.** Typically, it will start with 1 full year of DBT, that includes **ACTIVELY** using and applying the learned DBT skills and remaining stable before being recommended for EMDR therapy with our agency.
- **Group Home/ Residential Setting:** If the patient is in a Group Home or a Residential Setting, we will need an ROI/ Consent for the Group home or residential setting company. This is needed in order to process the referral. It allows us to be able to schedule the patient and coordinate with the home for availability.
- **Guardian/ Public Fiduciary/ State Advocate:** If a patient has a Guardian, Public Fiduciary, or State Advocate, include the legal documents. Please include the Full Name and contact information.