

ASSERTIVE COMMUNITY TREATMENT (ACT) Referral Screening Tool

(Please complete and submit with referral package)

The ACT model is based on a recovery-oriented, long-term community based intensive case management service with specific eligibility and admission criteria. It is important to note that referrals to ACT services should not be made with the expectation that the referral will facilitate an early discharge from an inpatient hospital admission. Other community supports should be considered in discharge planning until ACT services are able to admit clients considered appropriate for ACT services.

Please consult respective ACTT program if you need any clarification or need more information to complete this ACTT Referral Package.

Exclusions – These clients would not be considered appropriate for ACT services:

1. Primary diagnosis of personality disorder, substance abuse, developmental disability, or organic disorders (all more appropriately treated by other specialized services).
2. Client is in long term care/nursing home or Homes for Special Care.

Intake Criteria (* indicates required criterion)

1. **Aged 16 +***
2. **Axis I diagnosis ***
 Examples: bipolar disorder, schizophrenia, or schizoaffective disorder
3. **The applicant is willing to participate in the frequency and intensity of ACTT services***
4. **Heavy system use: ***
 Hospital admissions (more than 50 days in past 2 years preferred)
 Increased use of medical/support services x 6 months (family doctor, emergency department, outpatient psychiatry, crisis services)
 Has not been successful in less intensive conventional mental health community services (including case management)
5. **Intensive community support required:***
 Needs intensive support (i.e. ACT) in order to:
 Move from long term inpatient or supervised setting to the community, or,
 Avoid a long term institutional or residential placement if already in the community, or,
 Prevent long term institutional or residential placement because currently living with family and family supports are faltering or insufficient to meet the client’s needs.
6. **One or more of the following: ***
 - i) **Poor medication adherence and/or treatment resistant**
 - ii) **Severe persistent functional impairment, such as:**
 Inability to consistently perform the range of practical daily living tasks required for basic adult functioning in the community (e.g. personal care, meal planning/cooking, homemaking tasks, budgeting, attending appointments)
 Difficulty with employment/vocational issues or carrying out the homemaker role (e.g. child care tasks)
 - iii) **Housing problems:**
 Inability to maintain a safe living situation (e.g. homelessness, at risk of homelessness, multiple evictions, difficult to house)
 Needs supportive housing
 Able to live in more independent housing if intensive support is available
7. **Additional factors:**
 - i) **Addictions:** Co-existing substance abuse disorder x 6 months or longer
 - ii) **Legal involvement:** In the past 2 years,
 Substantial jail time, recurring police involvement, Not Criminally Responsible/Ontario Review Board, or court diversion/involvement

Note: In the event that there are conflicting opinions between the ACT Team and the referring source with respect to a primary diagnosis and primacy of symptom presentation, the ACT Team shall exercise due diligence in gathering information from all available sources and the ACT Team’s determination of the diagnosis at time of referral shall be viewed as definitive and shall determine acceptance or refusal of the referral.

Common Referral Form

WELCOME!

Please ensure that you have completed the accompanying screening tool to ensure that the applicant qualifies for this service.

We want to process this application as quickly as possible (notification of admittance/declined service within 30 days of receipt provided sufficient information is supplied upon first submittal). In order for us to do so, please also answer as many questions as you can in each of the following sections and include as many of the additional support documents as possible requested on the last page.

Please **PRINT** all answers in ink. Should you have any questions or require assistance with filling in this form, please call **the respective team you are referring to** and a staff person will be happy to help you.

Mail or fax the completed application form to the address and fax number below.

Barrie Assertive Community Treatment Team
 21 Bradford Street
 Barrie, ON L4N 1W2
 Catchment: City of Barrie

Phone #: 705-726-5033 **Fax:** 705-726-4887

North Simcoe Assertive Community Treatment Team
 76 Nottawasaga Street
 Orillia, ON L3V 3J4
 Catchment: Orillia, Midland, Penetang, Lafontaine
 Coldwater, Washago

Phone #: 705-329-5846 **Fax:** 705-329-5935

A/ Personal and Contact information

Applicant:

First Name: _____ Last Name: _____

Street address of discharge: _____

Apt. No: _____ Entry code: _____ Telephone No.: _____ Extension: _____

City: _____ Province: _____ Postal code: _____

If No Fixed Address, Please provide possible location where person might be found: _____

If the applicant does not have a phone or is otherwise difficult to reach, is there someone with whom he or she is in regular contact that we can call in order to reach him or her?

Name: _____ Telephone No.: _____ Extension: _____

Relationship to applicant: _____

Can a message be left at the phone number provided? Yes No

Does the applicant have a Substitute Decision-Maker for treatment (SDM)? Yes No

If yes, please provide their name, address and contact information:

Does the applicant have a Trustee for finances? Yes No

If yes, please provide their name, address and contact information:

Does the applicant have a Power of Attorney? Yes No

If yes, please provide their name, address and contact information:

Date of Birth: (mm/dd/yy) _____ **Gender:** Male Female Transgender Transsexual Other

Does the applicant have an Ontario Health Card: Yes No Don't know

Ontario Health Card Number (if known): _____ **Version Code:** _____

Does the applicant speak English: Yes No Some

What is the applicant's first language(s): English French Other _____

What is the applicant's preferred language: English French Other _____

We are working to ensure that our services are being developed in a manner that serves all the communities living in our boundaries. The following question is voluntary and answering it will not affect the application:

What is the applicant's ethnicity and/or culture (i.e. what culture or ethnicity does he/she identify with)?

Culture/Ethnicity: _____ Citizenship/Immigration status: _____

B/ REFERRAL SOURCE INFORMATION (Please complete if not a self-referral)

Referrer's Name & Title: _____ Agency: _____

Telephone # _____ Fax# _____

Street Address: _____ Apt./Suite No.: _____

City: _____ Province: _____ Postal code: _____

Relationship to Applicant: _____

Is the applicant aware of this referral? Yes No

Have you completed an Ontario Common Assessment of Need (OCAN) in the past 6 months with the applicant?

Yes No Don't know / not sure

C/ CURRENT STATUS

Who does the applicant presently live with? Please check all boxes that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Self | <input type="checkbox"/> Spouse/partner | <input type="checkbox"/> Spouse/partner & others |
| <input type="checkbox"/> Parents | <input type="checkbox"/> Relatives | <input type="checkbox"/> Non-Relatives |
| <input type="checkbox"/> Children (Age/Sex) _____ | | |

Is the applicant currently homeless or at risk of becoming homeless?

- Yes No Somewhat If Yes or Somewhat, please explain: _____

What type of housing does the applicant presently live in?

- | | |
|--|---|
| <input type="checkbox"/> Approved Homes & Homes for Special Care | <input type="checkbox"/> Private House/Apt.- Client Owned /Market |
| <input type="checkbox"/> Correctional/Probationary Facility | <input type="checkbox"/> Rent |
| <input type="checkbox"/> Domiciliary Hospital | <input type="checkbox"/> Private House/Apt.- Other/Subsidized |
| <input type="checkbox"/> General Hospital | <input type="checkbox"/> Retirement Home/Senior's Residence |
| <input type="checkbox"/> Psychiatric Hospital | <input type="checkbox"/> Rooming/Boarding House |
| <input type="checkbox"/> Other Specialty Hospital | <input type="checkbox"/> Supportive Housing – Congregate Living |
| <input type="checkbox"/> No fixed address | <input type="checkbox"/> Supportive Housing – Assisted Living
(RTF 24 Hr Home and Group Homes) |
| <input type="checkbox"/> Hostel/Shelter | <input type="checkbox"/> Private Non-Profit Housing |
| <input type="checkbox"/> Long-Term Care Facility/Nursing Home | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Municipal Non-Profit Housing | |

What is the applicant's primary source of income?

- | | |
|---|---|
| <input type="checkbox"/> ODSP | <input type="checkbox"/> Social Assistance (e.g. Ontario Works) |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Employment Insurance |
| <input type="checkbox"/> Pension | <input type="checkbox"/> Disability Assistance |
| <input type="checkbox"/> Family | <input type="checkbox"/> No Source of Income |
| <input type="checkbox"/> CPP/OAS (Old age security) | <input type="checkbox"/> Other |
| <input type="checkbox"/> GIS (Guaranteed income supplement) | |

What is the applicant's current employment status?

- | | | |
|--|--|--|
| <input type="checkbox"/> Independent/Competitive | <input type="checkbox"/> Assisted/Supportive | <input type="checkbox"/> Alternative Business |
| <input type="checkbox"/> Sheltered Workshop | <input type="checkbox"/> Non-paid Work Experience | <input type="checkbox"/> No Employment – Other Activity |
| <input type="checkbox"/> Casual/Sporadic | <input type="checkbox"/> No Employment of Any Kind | <input type="checkbox"/> Unknown or Service Recipient Declined |

What is the highest grade/level of education the applicant has attained? _____ What is his/her current education status?

- | | | | |
|--|--|---|--------------------------------|
| <input type="checkbox"/> Not in School | <input type="checkbox"/> Elementary/Junior High School | <input type="checkbox"/> Secondary/High School | <input type="checkbox"/> Other |
| <input type="checkbox"/> Trade School | <input type="checkbox"/> Vocational Training Centre | <input type="checkbox"/> Adult Education | |
| <input type="checkbox"/> Community College | <input type="checkbox"/> University | <input type="checkbox"/> Unknown/Service Recipient Declined | |

D/ HEALTH INFORMATION

Is the applicant capable to consent to treatment? Yes No Unknown

Is the applicant capable to consent to collection/use/disclosure of PHI? Yes No Unknown

Is the applicant capable to manage property? Yes No Unknown

How long has the applicant been experiencing mental health difficulties (*i.e.* length of time)?

What is the applicant's mental health diagnosis? Please be as specific and detailed as possible.

What was the age of onset of this diagnosis? _____

What was the age of the first hospitalization for mental health reasons? _____

Has the applicant been to hospital (Emergency Room visits and/or in-patient stays) due to mental health challenges in the last two years? Yes No Unknown

Please provide an estimate of the total number of days that they have spent in Hospital In-Patient Units, due to mental health difficulties, within the past two years: _____ days (estimate if need be)

Please list the hospitals the applicant has been in and the dates of the visit:

Hospital Day/Month/Year - Day/Month/Year

Is the applicant in hospital now due to mental health issues? Yes No

If yes, what is the anticipated date of return to community living?

Is the applicant currently on a Community Treatment Order (CTO)? Yes No

Does the applicant have a psychiatrist? Yes No

If yes, please provide the following information on the psychiatrist:

Name: _____ Telephone #: _____

Do you have a physician (*e.g.* GP, family doctor, walk-in clinic doctor)? Yes No

If yes, please provide the following information on the physician:

Name: _____ Telephone #: _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Substance abuse/addictions issues | <input type="checkbox"/> Relationships | <input type="checkbox"/> Peer supports |
| <input type="checkbox"/> Legal issues | <input type="checkbox"/> Social | |
| <input type="checkbox"/> Other: _____ | | |

Referral source comments regarding the applicant's support needs:

Please briefly describe the reason(s) for referral. What is the present difficulty and in which areas could the applicant benefit from support?

We ask the following questions to determine if there are any safety or risk issues of which we should be aware. Answering any of the questions below will NOT exclude the applicant from service. Please include when, how many incidents, how severe and the outcome:

History of self-harm or suicide threats or attempts:

History of substance use or treatment:

History of aggressive behavior or violence (verbal, physical, sexual):

History of destruction of property (including fire-setting):

History of any other risk or safety issue:

Is the applicant currently or has been involved in the past with the criminal justice system? (Please note, this will NOT affect his/her ability to receive service. It is to help us better direct the application)

- Yes No Don't know

If yes, please indicate dates, types of involvement and outcome:

- | | |
|---|---|
| <input type="checkbox"/> Bail order | <input type="checkbox"/> Parole |
| <input type="checkbox"/> ORB (Ontario Review Board) | <input type="checkbox"/> Court diversion |
| <input type="checkbox"/> Probation | <input type="checkbox"/> Incarcerations |
| <input type="checkbox"/> Restraining orders | <input type="checkbox"/> NCR (Not criminally responsible) |

Outcome(s): _____

F/EXISTING SUPPORTS

Is the applicant currently working with any other service providers? Yes No Don't know

If yes, please provide the following information on each service provider with whom the applicant is working:

Agency	Name/Contact Person	Service(s) Received	Telephone Number

Please describe the informal supports (e.g. family, friends, faith community, cultural groups/community, other community supports) in the applicant's life and how satisfied they are with each of these supports.

G/ PAST SUPPORTS

Has the applicant worked with any other service providers in the past? Yes No Don't know

If yes, please provide the following information on each service provider with whom they worked:

Agency	Name/Contact Person	Service(s) Received	Telephone Number

H/ SUPPORTING DOCUMENTATION

In order for us to process this referral within 30 days, it is essential that we receive as much of the following documentation as is available to you:

- Hospital Discharge Summaries (complete history as available)
- Hospital Documentation (from last 3 months only)
 - Case reviews
 - Nursing notes
 - Treatment plan(s)
- Specialty and/or specialist assessments (complete history as available)
- Disposition Orders
- CTOs (Community Treatment Orders)
- CPIC (Canadian Police Information Check)
- ACTT Referral Screening Tool (mandatory)
- CAT (Common Assessment Tool connected to Skid 1 Bed Registry) if already completed
- Related Legal Documentation

APPLICANT AND REFERRER'S DECLARATION & CONSENT

Consent forms allowing communication between the referral source and the Canadian Mental Health Association Assertive Community Treatment Team Service has been included?

Yes No

I have discussed this referral with the applicant and the applicant agrees with the submission of this referral.

Referrer's signature: _____ **Date:** _____

***Applicant's signature:** _____ **Date:** _____

Substitute Decision Maker (SDM) signature: _____ **Date:** _____

*Not necessary to process the application.