

## [Instructions for the Children's Single Point of Access Application](#)

The Children's Single Point of Access (CSPOA) is a centralized referral system for children with serious emotional disturbance (SED) who need mental health services to remain at home or in their community. CSPOA refers children and adolescents to community services, such as:

- **Health Home Care Management (birth to age 21):** Provides care coordination to youth with chronic behavioral and physical health needs. A care manager will provide various services, including an individualized plan of care and patient advocacy.
- **Non-Medicaid Care Coordination (birth to age 21 for youth with SED):** Provides care coordination to youth who are diagnosed with SED. A care manager will provide various services, including an individualized plan of care and patient advocacy.
- **Community Residence (ages 5 to 17):** These small therapeutic group homes provide housing and supervision from specially trained staff. Services include structured daily living activities and training in problem solving skills. Clinical services are provided by local mental health programs.

Based on the child's identified needs, CSPOA will make referrals to the appropriate program.

If you are interested in submitting a CSPOA referral for a child or adolescent that would benefit from one of the services listed above, please follow the steps listed below:

- Complete part 1 of the CSPOA application.
  - Please complete the form to the best of your ability. The information fields can remain incomplete if information is unavailable.
  - Clearly specify the reason for referral under "Referral Information".
- If you are applying for Community Residence services, complete part 2 of the CSPOA application.
  - You must include a psychiatric evaluation completed by a Doctor of Medicine (MD), Doctor of Osteopathic Medicine (DO) or Nurse Practitioner (NP), psychosocial assessment and physical examination form. All of the documents, including the physical evaluation, must be dated within the last 90 days of the application submission.

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- Include any available behavioral health assessments or evaluations that indicate the referred child meets SED criteria. SED criteria are listed in Part 1 of the CSPOA application, under the section "Preliminary Eligibility Screening".
  - If you are applying for Health Home Care Management, you must indicate whether the referred child qualifies as having two chronic conditions in Part 1 of the application, under the section "Preliminary Eligibility Screening". Please reference the following link to learn more about qualifying conditions:  
[https://www.health.ny.gov/health\\_care/medicaid/program/medicaid\\_health\\_homes/hh\\_children/guidance/health\\_home\\_chronic\\_conditions.htm](https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/hh_children/guidance/health_home_chronic_conditions.htm).
- Include a Required Consent for Release of Information form signed by the guardian or by adolescents age 18 or older.
  - You also have the option of signing the Patient Information Retrieval Consent form, which authorizes CSPOA staff access to treatment information in PSYCKES that may assist in determining service eligibility. **Please note that the Patient Information Retrieval Consent form is recommended, but not required.**
  - Translations of both consent forms are available in the following languages: Spanish, Russian, Cantonese, Haitian Creole, Korean, Bengali, Mandarin, Italian, Polish, Yiddish, Arabic, French and Urdu. If you need translations in additional languages, contact 347-396-7205 or [CSPOA@health.nyc.gov](mailto:CSPOA@health.nyc.gov) and ask for the consent form to be translated into the preferred language.
- Submit the completed referral packet to CSPOA by fax to 347-396-8849, encrypted email to [CSPOA@health.nyc.gov](mailto:CSPOA@health.nyc.gov) or by mail to NYC CSPOA, Department of Health and Mental Hygiene, 42-09 28th St., 18th Floor - CN23, Long Island City, NY 11101.

Once CSPOA receives the referral packet, a designated CSPOA staff member will review the application to determine eligibility for the most appropriate service. Interviews are conducted with the referrer, caregiver and youth age 18 to 21 to determine eligibility. Once eligibility is confirmed, CSPOA notifies the referrer, caregiver and youth age 18 and older and assigns the appropriate care.

If you have questions regarding the CSPOA referral process, call 347-396-7205.