Assertive Community Treatment (ACT)

Referral Guide and Referral Form

Program Description

Assertive Community Treatment (ACT) is an evidence-based practice that provides communitybased, multidisciplinary mental health treatment for individuals with severe and persistent mental illness. The goal of ACT is to lessen or eliminate the debilitating effects that the symptoms of mental illness can have on functioning and quality of life by providing the majority of treatment, rehabilitation, and support services that individuals need to achieve their goals and live independently in their community.

ACT services are tailored for each person and address their preferences and identified goals established through relationship building and individualized assessments. The teams work collaboratively to provide services in community locations that can be available 24 hours a day and 365 days a year. The services that the teams are required to provide include:

- Service coordination
- 24-hour crisis assessment and intervention
- Symptom assessment and management
- Medication prescription, administration, monitoring, and documentation
- Co-occurring substance use services
- Employment services
- Activities of daily living
- Social/interpersonal relationship and leisure-time skill training
- Peer support services
- Support services
- Education, support, and consultation to families

Admission Criteria

Patients must meet all seven of the admission criteria:

- 1. A primary diagnosis of schizophrenia or other psychotic disorders, such as schizoaffective disorder or bipolar disorder, as defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM V or any subsequent revisions thereafter). Individuals with a primary diagnosis of substance use disorder, intellectual disability, or brain injury are not the intended consumer group.
- 2. Must be 18 years of age or older.

- 3. At least two or more acute episodes of psychiatric inpatient treatment within the past 12 months or 30 days or more on an acute psychiatric unit or State Hospital during the last 12 months, or three or more contacts with crisis intervention/emergency services within the past six months.
- 4. Significant difficulty meeting basic survival needs, residing in substandard housing, homelessness, or imminent risk of becoming homeless.
- 5. The individual does not have a primary diagnosis of a Personality Disorder, Traumatic Brain Injury, or Intellectual Disability.
- 6. Difficulty effectively utilizing traditional community-based services: outpatient, case management, etc.
- 7. History of inadequate follow through with elements of a treatment/service plan that resulted in member psychiatric or medically instability. OR 8. The individual does not meet all of the admission criteria described above, but is designated as appropriate to receive ACT services by a multidisciplinary team, which includes participation by representatives of CBH Clinical Management in consultation with an ACT provider, CBH physician advisor, or the county Office of Behavioral Health.

ACT Providers

There are two ACT providers: **CTT and Horizon House**. Contact information for each of these providers is listed below. If sending to CTT, please click directly on the link to complete the electronic referral. If sending to Horizon House, complete referral and email directly to email address indicated.

ACT Provider	Primary ACT Contact	Contact Email
СТТ	cttadmissions@pmhcc.org	https://pmhcc.formstack.com/forms/act
Horizon House	Shanise Weatherbee	Shanise.Weatherbee@hhinc.org

For more information about ACT services, please contact Elisabeth Caba, BHCMU Supervisor at <u>Elisabeth.Caba@Phila.gov</u>.

Assertive Community Treatment (ACT)

Cover Sheet

Send this cover sheet as a scanned copy to Community Treatment Teams (CTT) OR Horizon House along with the complete Referral Form packet for all ACT applicants (Choose one)

Email the Completed Referral Form Packet to:

____CTT: https://pmhcc.formstack.com/forms/act

Act 1 - Forensic	For participants with significant forensic involvement
Act 2 - Extended Care	For participants with a history of EAC Placement
Act 3 - Acute Care	For participants who are heavy utilizers of acute services
Act 4 - Young Adults	For younger participants

_Horizon House: Shanise.Weatherbee@hhinc.org

	Generic ACT	High Utilizers/ Unspecified Needs
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* Mailed or faxed referrals will <u>NOT</u> be reviewed. *

FROM:

Referring Agency/Program	n:				
Referring Staff's Name/Pe	Referring Staff's Name/Person Completing Form:				
Contact Phone:		Fax:			
Referring Staff's Email:					
Other Case Managers:		Contact Info:			

ACT Referral is being requested for:

Applicant's Last Name:	First Name:
Applicant's D.O.B.:	SS#:

Consent to Release Information

I authorize the disclosure of the ACT Application and all related supporting documents, including confidential medical and mental health information, to Community Treatment Teams Philadelphia or Horizon House for the purposes of assessment for ACT services. I understand that I may revoke this authorization at any time. My revocation must be in writing. I am aware that my revocation will not be effective if the persons I have authorized to use and/or disclose my protected health information have already taken action because of my earlier authorization. I understand that I do not have to sign this authorization and that my refusal to sign will not affect my abilities to obtain treatment nor will it affect my eligibility for benefits.

Applicant

	Print Name	Signature	Date
Witness			
	Print Name	Signature	Date

ACT Application Packet Instructions

The ACT Application Packet consists of 2 forms as well as supporting documentation. A completed application must include the following (check all boxes to indicate paperwork is attached):

The ACT Cover Sheet with signed consent to release information.
A completed ACT Referral Form. Please answer all questions; type answers when possible or write legibly.
A Comprehensive Biopsychosocial Evaluation (CBE) or ADAPT Assessment completed within the last year for cases directly referred from Extended Acute Care service (EAC).
A Comprehensive Psychiatric Evaluation signed by a Psychiatrist or a Psychiatric Nurse Practitioner and completed within the last 30 days for acute inpatient or EAC referrals.

ACT Referral Summary

Medical Necessity Criteria (MNC) must be met for eligibility for ACT Services. Answer questions below and use additional pages if necessary.

1. Provide a brief statement regarding applicant's current level of functioning including mental status, relationship with family, community supports, etc.

 Does the applicant have a primary diagnosis of schizophrenia or other psychotic disorder (schizoaffective disorder or bipolar disorder)?* □ Yes □ No □ Unknown If "Yes", please describe the symptoms and history that led to this applicant receiving a primary diagnosis of schizophrenia, schizoaffective disorder or bipolar disorder.

3. Does the applicant have at least two or more acute episodes of psychiatric inpatient treatment within the past 12 months or 30 days or more on an acute psychiatric unit or State Hospital during the last 12 months, or three or more contacts with crisis intervention/emergency services within the past six months?* □ Yes □ No □ Unknown

If "Yes" please describe the psychiatric hospitalizations over the past 12 months including the precipitating factors that led to admission (i.e. harm to self, harm to others, inability to care, voluntary commitment) and responsiveness to treatment. Please describe the applicant's utilization of crisis intervention/emergency services over the past 6 months including patterns of behavior that led to contacts.

4. Does the applicant have significant difficulty meeting survival needs, residing in substandard housing, homelessness, or imminent risk of becoming homeless? * □ Yes □ No □ Unknown

If "Yes" please describe.

5. Does the applicant have a previous or current diagnosis of a Personality Disorder, Traumatic Brain Injury or Intellectual Disability? * □ Yes □ No □ Unknown Is this considered a primary diagnosis? □ Yes □ No What factors (for example, behaviors, functional deficits, etc.) led to this diagnosis?

6. Has the applicant had difficulty effectively utilizing community-based services: PCP appointments, outpatient therapy, medication management, medication adherence / non-adherence and consequences, case management, drug and alcohol services, etc.?*
□ Yes □ No □ Unknown

If "Yes", please describe these difficulties (e.g. engaged, rarely attended, never attended, or refused services).

7. What community-based supports and interventions/strategies (e.g. Outpatient, Inpatient Rehab, IOP, etc ...) have been attempted within the last 12 months to engage and/or link the applicant to community behavioral health services?

8. Has the applicant had a history of inadequate follow through with elements of a treatment/service plan that resulted in member psychiatric or medical instability?* Yes No Unknown If "Yes", please describe applicant's typical obstacles to following through with treatment/service planning.

9. Please describe the applicant's health/medical status, including conditions, adherence with medication and medical treatments, and impact on applicant's overall day to day function and may put applicant at risk in the community.

Print Name:	Title:	
	_	
Signature:	Date:	
Email address:	Phone #:	

ACT Referral Form

Date of Referral Form:	Person Completing Form:
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Section A: Demographics

1.	First Name:		Last Name:		
2.	DOB:		SS#:		
3.	Applicant Address:				
	may be contacted.	omeless please note the shel ot be made without an addre	-		
4.	Participant Telephone #:				
5.	Emergency Contact:		EC Phone:		
6.	Relationship to EC:				
7.	CIS#:	BSU#:	Medicaid #		
8.	Gender:	□ Male □ Female		sgender 🗌 Other	
9.	US Veteran:	\Box Yes \Box No If yes, by	ranch of servic	ce:	
10.	Available forms of government issued ID: Photo ID Social Security Card None Birth Certificate Permanent Resident Card Other:				
11.	PP# (Philadelphia County Jail Police Photo #):				
12.	Applicant's Race (check all that apply): Black / African American Asian White Native Hawaiian / Pacific Islander American Indian / Alaskan Native Other/Unknown:				
13.	Applicant's Ethnicity (check all that apply):□□Hispanic / Latino□Non-hispanic / Latino□Unknown				

14.	Primary Language: English Spanish Mandarin Cantonese Vietnamese Hindi Cambodian (Khmer) ASL No language Other:
15.	Participant's English Proficiency:
16.	Highest level of education completed:

If applicant is hospitalized and being discharged to a different address or if the applicant is homeless and moving into housing, please indicate the address/contact information they will be transferred to:

Telephone #: _____

Section B: Family Contacts

1.	Marital Status: Cohabitating Other: 	Divorced / Separated		□ Widowed
2.	□ Active Parental / □ Applicant has a h	Parents / Family (select all t Family Involvement istory of exploitation by Pare ot want family involved	Parent / Fam ent / Family	ily Uninvolved
3.	□ Children □ □ # of Male childre □ # of Custodial ch	Offspring (select all that app No children	known	

4. Family/Friend/Emergency contact(s): (Include name, telephone number and relationship)

Name:	Phone:	Relationship:	
Name:	Phone:	Relationship:	
Name:	Phone:	Relationship:	
Name:	Phone:	Relationship:	

Section C: Characteristics

1. Current Living Situation: (Check One) Where does the applicant live currently?

State Hospital (NSH / other) Hospital – Psychiatric Hospital – Medical Hospital – detox or rehab Correctional Facility – Prison Correctional Facility – Jail LTSR MH Residence (other than LTSR) Nursing Home IDS / CLA Recovery House PCBH Family Home Independent Living Homeless / Shelter Unknown Other:
Facility Name (if applicable):
Address:
Length of occupancy (in months):
2. Previous Living Situation: (Check One) Where did the applicant live prior to their current living situation?
State Hospital (NSH / other) Hospital – Psychiatric Hospital – Medical Hospital – detox or rehab Correctional Facility – Prison Correctional Facility – Jail LTSR MH Residence (other than LTSR) Nursing Home IDS / CLA Recovery House PCBH Family Home Independent Living Homeless / Shelter Unknown Other:
Facility Name (if applicable):
Address:
Length of occupancy (in months):
If you answered "Yes" to Question 3, complete the following. (Include dates of the most recent episode of homelessness, provide name of shelter, drop-in center, street, etc., under "Location." List the most recent locations first)

Date:	Location:	
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Date:	Location:	
Date:	Location:	
Date:	Location:	

4.	Current Employment Status (check one): Competitive Employment Unknown No Employment of any kind Other:
5.	Income or benefits currently receiving: (check all that apply) Wages, salary or self-employed SSI Social Security Retirement, survivor's benefits Worker's Compensation Medicare Cash Assistance / Food Stamps Private Insurance None Other:
6.	Do you have a representative payee? Yes No Representative Payee Name: Representative Payee Contact Information:

Section D: Criminal Justice Involvement

1.	 Criminal Justice Status (check all that apply): No criminal history Under supervision of MH court State Incarceration NSH - Building 51 	 No history of probation / parole Under supervision of probation / parole County Detention Megan's Law Registrant
2.	Any prior felony convictions? \Box Yes	\Box No

If "yes" to Question 2, list prior convictions:

Conviction (e.g. Aggravated Assault)	Year (e.g. 1999)

1 1

If "yes" to Question 2, what is the approximate total years held in detention / incarcerated?

Section E: Clinical

1. Clinical Disorders and other conditions that are a focus of clinical attention.

ICD 10/DSM-V Code	Diagnosis (if none, please indicate)

2. General Medical Conditions:

ICD 10 Code	Diagnosis

3. Life Stressors

ICD Definition of Code /DBHIDS Inclusion Criteria - Social Determinants of Health (SDOH)			
	Inadequate housing		Homelessness
	Lack of adequate food or safe drinking water		Problem living in a residential institution
	Extreme poverty		Victim of crime

Target of (actual or perceived) adverse discrimination or persecution	Imprisonment or other incarceration including arrest and/or conviction
Academic or educational problem	Social exclusion or rejection
Insufficient social insurance or welfare support	Disruption of family by separation or divorce
Unavailability of inaccessibility of healthcare facilities	Unavailability of inaccessibility of other helping agencies
Personal history (past history) of abuse experienced in childhood - includes physical, sexual and neglect	Personal history (past history) of experiencing violence perpetrated by spouse or partner - includes any history or current abuse that is physical, sexual or psychological in nature
Discord with social service providers including probation officer, case manager or social services worker	

3. Current Psychotropic Medications: \Box None prescribed

Name	Dosage	Schedule

4. Current Physical Medications: \Box None prescribed

Name	Dosage	Schedule

5. Adherence to Medication Regimen: (check one)

Takes Medications as prescribed	Participant refuses medication
Takes Medications as prescribed most of the time	Medication not prescribed
Sometimes takes medications	Other:
Rarely takes medications	Unknown

6. List all allergies including drug allergies, environment, food, etc. 🗆 No Known Allergies

7. What level of support is required for compliance with medication regimen? (check one)

□ Independent □ Reminders □ Supervision □ Dispensing □ N/A		Independent				Supervision		Dispensing		N/A	
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8. Does the applicant have a medical condition that requires special services such as special medical equipment, medical supplies, ongoing physician support and / or a therapeutic diet? \Box Yes \Box No

If yes describe:				
9. Name of PCP / Fac	ility:		Phone:	
10. Pharmacy:			Phone:	
11. Medical Tests:				
Has Applicant been te Result:		t year? 🛛 Yes	□ No □ Unknown	
COVID Testing (most	recent if multiple tes	ting occurred)?] Yes 🛛 No	
Date:	Result: \Box Positive	□ Negative		

COV	✓ID Vaccination? □ Yes □	No Date (s):	/
12.	Physical Functioning Level □Fully ambulatory □ Can bathe self □ Needs help toileting	 (Check all that apply): □ Can climb one flight of stairs □ Can feed self 	□ Can dress self

Section F: Utilization

1. Applicant Services within the last 12 months: (Check all that apply)

None	CRC
State Psychiatric Hospital	Detention / Jail / Prison
Medical Hospital	County Psychiatric Hospital
Behavioral Health Residential Placement	ACT / Blended Enhanced Services / CM
Drug and Alcohol IOP	Drug and Alcohol Inpatient Rehab
Mental Health Outpatient Therapy	Other:

2. Institutional Services utilization including current hospitalization if applicable. (Indicate the number of utilizations for each. Include "0" if none. "UNK" if unknown.)

Psychiatric Hospitalizations in past 12 months	Psychiatric Hospitalizations - past 24 months
CRC Visits in past 12 months	CRC Visits in past 24 months
Arrests in past 12 months	Arrests past 24 months

3. List all psychiatric hospitalizations (including current) and CRC visits within the last two years (This information is required to determine eligibility for service).

Hospital / CRC	Admission / Contact Date	Discharge Date

4. Indicate any mental health or substance use programs the participant attends, had previously attended in the last 24 months, and/or if the program is part of the discharge plan. Indicate whether program is: C = Currently attending or P = Previously attended

Туре	Name	Status
Behavioral Health Program		
Substance Use Treatment		
Day Program		
Vocational Program		

Section G: Well Being

1. co occurring usuomicos. (check un unit appri)									
	None		Impaired ability to walk		Deaf				
	TBI / Cognitive disorder		Wheelchair required		Amputee				
	Visual Impairment		Hearing Impairment		Incontinence				
	Blindness		Speech Impairment		Other:				
	Intellectual Disability *Please indicate source of information regarding status of ID*								

1. Co-occurring disabilities: (Check all that apply)

2. Indicate the applicant's status regarding high risk behaviors. (Check one response for each).

0= no known history 1= not at all in the past 6 months 2= one or more times in the past 6 months, but not in the past 3 months 3= one or more times in the past 3 months but not in the past month 4= one or more times in the past month but not in the past week 5= one or more times in the past week U= Unknown

High Risk Behaviors		1	2	3	4	5	U
Physical harm to self							
Suicide attempts							
Cutting / self-injury							
Physically abused another							
Assaulted another							
Was a victim of sexual abuse							
Was a victim of physical abuse							
Engaged in arson							
Engaged in accidental fire-setting							
Engaged in a Homicide attempt							
Had Delusions							
Experienced Hallucinations							
Engaged in Disruptive behavior							

3. Does the applicant have a history

of substance use? \Box Yes \Box No

Indicate applicant's status in regard to substance use. (Check one response for each)

0=no known history

1=not at all in the past 6 months

2=one or more times in the past 6 months, but not in the past 3 months

3=one or more times in the past 3 months but not in the past month

4=one or more times in the past month but not in the past week

5=one or more times in the past week

6=daily

U=unknown

Substances	0	1	2	3	4	5	6	U
Alcohol								
Tobacco								
Marijuana / Cannabis								
Synthetic Marijuana (K2)								
Heroin / Opiates / Opioids								
Crack / Cocaine								
РСР								
Methamphetamines								
Inhalants								
Hallucinogens								
Sedatives/hypnotics/anxiolytics								
Other prescription drug abuse								
Other:								