

Access 1 Common Application Form

WELCOME!

Access 1 is a partnership between several individual support service providers in the City of Toronto. In order to apply for case management and/or assertive community treatment team (ACTT) services with the organizations listed on this form, **you need to live in the City of Toronto.**

You may choose either to be considered for the first appropriate organization that can serve you or choose a specific organization with whom you would like to work. Please note that choosing the latter option *may* increase your wait-time for service. Access 1 will contact you when they receive your application to determine your eligibility for the service you are applying for. If you are eligible, you will be placed on a waitlist until services can be offered to you.

Individual Support Services include **mental health case management** and **assertive community treatment team** services. **Crisis management support** is also available to people on the waitlist for individual support services. Listed below are brief descriptions of each of these services:

- **Intensive Case Management** - People with serious mental illness are provided one-on-one case management support to live in the community and be linked to appropriate services by their Case Manager
- **Assertive Community Treatment Teams (ACTT)** - Multi-disciplinary teams provide treatment, rehabilitation and support to people with severe mental illness in their recovery. Specific eligibility criteria apply for this service. **ACTT providers require the following information to be included in this application:**
 - Specific diagnosis
 - History of hospitalizations – supporting hospital records are recommended
 - The referral source needs to provide a detailed explanation in the “**Reason for Referral**” section regarding why the applicant needs ACTT services specifically
- **Crisis Management Support** - Crisis support and goal-oriented planning services for people living with mental illness. This service may be offered on a short-term basis (0-60 days) to individuals waiting for case management and ACTT services.

You **may** be eligible to apply for the above services if you are:

- 16 years of age or older
- Have mental health problems that are seriously affecting your life
- Live within the City of Toronto

Please answer as many questions as you can. Please **PRINT** all answers in ink. Should you have any questions or require assistance with filling in this form, please call Access 1 and a staff person will be happy to help you.

Please read the Declaration and Consent section on pages 8 and 9 and sign the application form. **The confidentiality of the information you provide will be respected in adherence with the Personal Health Information Protection Act (PHIPA).**

Mail or fax the completed application form to the address and fax number below. You may also apply on-line at www.access1.ca.

**Applications may be mailed to: Access 1
132 Railside Road, Unit 2,
Toronto, Ontario M3A 1A3**

Toll-Free #: 1-888-640-1934

Fax: 416-499-9716

Revised July 2012

PART I

Date of Application: _____

Programs Offered and Boundaries:

Please check off the box for the agency/ies whose services you wish to apply for. Or for case management services, check the first box below if you are interested in being served by the first appropriate organization that can serve you (which may reduce your overall wait-time for service).

First Available Organization:

Case Management

Specific Agencies and Programs

Across Boundaries (people from ethno-racial communities)

Case Management Case Management – Transitional Age Youth (North York)

Bayview Community Services (professional referrals only): Eglinton Ave. – Steeles Ave. & Bathurst St. – Kennedy Ave.

Case Management

CMHA (Toronto East): Scarborough

- Case Management East (Steeles Ave – Lake Ontario & Yonge St. – Port Union)
 Case Management – Rehabilitation Action Program (Tamil, Somali, Afghan case management) (Scarborough)
 ACTT (Scarborough) * **Specific criteria apply**

CMHA (Toronto West)

- Case Management West (Steeles Ave.– Lake Ontario & Yonge St. – Highway 427)
 ACTT (West) (Steeles Ave. – St. Clair Ave. & Allan Rd. – Humber River) * **Specific criteria apply**

COTA Health

Case Management Hostel Outreach Program

Community Resource Connections of Toronto (CRCT)

- Case Management (Scarborough and North York as well as Central/West Toronto)
 Case Management (Tamil and Somali – Somali case management not available in the Scarborough area)
 Case Management (Early Intervention)

Griffin Centre & Community Support Network:

Interim Case Management (Dual Diagnosis)

North York General Hospital: Victoria Park Ave. – Dufferin St. & Old Southern North York Boundary – Highway 7 (note: applications for people living north of Steeles Avenue to Highway 7 are referred to Streamlined Access in York Region)

ACTT * **Specific criteria apply**

Reconnect Mental Health Services

Case Management ACTT (Toronto Central LHIN and Central LHIN east to Bathurst, north to Steeles) * **Specific criteria apply**

Saint Elizabeth Health Care: Former cities of North York & Etobicoke

Crisis Management Support

Scarborough Hospital: Victoria Park Ave.– Port Union Rd & Kingston Rd. – Steeles Ave.

- Case Management:
 ACTT * **Specific criteria apply**

Sunnybrook Hospital: Sheppard Ave. – St. Clair Ave.& Bathurst St.– Don Valley Parkway

ACTT (SunPACT) * **Specific criteria apply**

Toronto North Support Services: Eglinton Ave. – Steeles Ave. & Victoria Park Ave. – Humber River

- Case management (Community Support Program) Case management (Mental Health Street Outreach)
 Case management (Passages French language program)

PART II

A/ HOW CAN WE CONTACT YOU?

Applicant:

First Name: _____ Last Name: _____

Street Address: _____

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

City: _____ Province: _____ Postal code: _____

Former municipality: North York Scarborough Other Major intersection: _____

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

If you do not have a phone or are otherwise difficult to reach, is there someone with whom you are in regular contact that we can call in order to reach you?

Name: _____ Telephone No.: _____ Extension: _____

Relationship or organization: _____

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

If the person filling out this form is a substitute decision maker for the applicant, then the questions in this form relate to information about the individual needing support (applicant). The substitute decision maker (SDM), if any, hereby declares that he or she is the person authorized under the *Personal Health Information Protection Act, 2004* to consent to the collection, use and disclosure of personal health information about the applicant and consents on behalf of the applicant.

Substitute Decision Maker:

Sign Here

Date: _____/____/20____

Print your name here

Witness:

Sign Here

Date: _____/____/20____

Print your name here

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

Referrer's name: _____ Agency: _____

Title: _____

Telephone #: _____ Fax #: _____

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

City: _____ Province: _____ Postal code: _____

Relationship to Applicant: _____

Is the applicant aware of this referral? Yes No

Do you intend to remain involved with the applicant if he/she secures case management services? Yes No

If yes, please describe the level of involvement that you intend to maintain:

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

Yes No Don't know / not sure

May Access 1 staff look at your Integrated Assessment Record (IAR)? Yes No

If YES to both of the above questions, you can skip questions on "type of housing", "source of income", "current employment status and "current education status" on page 4 below.

If NO, please complete all questions.

C/ INFORMATION TO HELP US DIRECT YOUR APPLICATION

Date of Birth: (mm/dd/yy) _____

Gender: Male Female Transgender Transsexual Other

Do you have an Ontario Health Card: Yes No Don't know

Ontario Health Card Number: _____

Do you speak English: Yes No Some

What is your first language(s): English French Other _____

What is your 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 your application:

What is your ethnicity and/or culture (i.e. what culture or ethnicity do you identify with)?

Culture/Ethnicity: _____

Who do you presently live with? Please check all boxes that apply:

Self Spouse/partner Spouse/partner & others
 Parents Relatives Non-Relatives
 Children (Age/Sex) _____

Are you currently homeless or at risk of becoming homeless?

Yes No Somewhat If Yes or Somewhat, Please explain: _____

What type of housing do you presently live in?

Approved Homes & Homes for Special Care Private House/Apt.- Client Owned /Market
 Correctional/Probational Facility Rent
 Domiciliary Hospital Private House/Apt.- Other/Subsidized
 General Hospital Retirement Home/Senior's Residence
 Psychiatric Hospital Rooming/Boarding House
 Other Specialty Hospital Supportive Housing – Congregate Living
 No fixed address Supportive Housing – Assisted Living
 Hostel/Shelter (RTF 24 Hr Home and Group Homes)

- Long-Term Care Facility/Nursing Home
- Municipal Non-Profit Housing

- Private Non-Profit Housing
- Other _____

What is your primary source of income?

- ODSP
- Employment
- Pension
- Family
- CPP/OAS
- Social Assistance (e.g., Ontario Works)
- Employment Insurance
- Disability Assistance
- No Source of Income
- Other _____

What is your current employment status?

- Independent/Competitive
- Sheltered Workshop
- Casual/Sporadic
- Assisted/Supportive
- Non-paid Work Experience
- No Employment of Any Kind
- Alternative Business
- No Employment – Other Activity
- Unknown or Service Recipient Declined

What is your current education status?

- Not in School
- Trade School
- Community College
- Elementary/Junior High School
- Vocational Training Centre
- University
- Secondary/High School
- Adult Education
- Unknown/Service Recipient Declined
- Other _____

Are you currently or in the past been involved with the criminal justice system? (Please note, this will NOT affect your ability to receive service. It is to help us better direct your application)

- Yes
- No
- Don't know

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

D/ HEALTH INFORMATION

Is this your first experience with mental illness? Yes No Unknown

How long have you been experiencing mental health difficulties (i.e., length of time)? _____

Have you been diagnosed with a mental illness? Yes No Unknown

If yes, what was the diagnosis(es)? Please be as specific and detailed as possible.

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

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

Please list the hospitals you have been in and the dates of your visit:

<u>Hospital</u>	<u>Day/Month/Year to Day/Month/Year</u>
_____	_____
_____	_____
_____	_____

Are you in hospital now due to mental health issues? Yes No

Are you currently on a Community Treatment order (CTO) order? Yes No

Do you have a psychiatrist? Yes No

If YES, please provide his/her contact information:

Name: _____ Telephone #: _____

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

If YES, please provide his/her contact information:

Name: _____ Telephone #: _____

Do you have any other illnesses/disability?

- | | | | |
|---|------------------------------|-----------------------------|----------------------------------|
| Concurrent Disorders (substance use and mental illness) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Dual Diagnosis (developmental disability and mental illness) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Neurological (head/brain Injury, epilepsy, Parkinson's, cognitive disorders etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Other chronic illness and/or physical disabilities (e.g. hypertension, diabetes, allergies) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |

If YES to any of the above, please describe:

Please list all current medications being used:

E/ APPLICANT'S SUPPORT NEEDS

Applicant is requesting support with:

- | | |
|--|---|
| <input type="checkbox"/> Managing specific symptoms of serious mental health illness | <input type="checkbox"/> Developing daily living skills |
| <input type="checkbox"/> Finances | <input type="checkbox"/> Educational opportunities |
| <input type="checkbox"/> Housing needs | <input type="checkbox"/> Occupational/Employment/Vocational |
| <input type="checkbox"/> Substance abuse/addictions issues | <input type="checkbox"/> Relationships |
| <input type="checkbox"/> Legal issues | <input type="checkbox"/> Social supports |
| | <input type="checkbox"/> Peer supports |

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? **If this is an ACTT referral, please specify why the applicant requires an ACT Team.**

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 you from service. We know these are sensitive questions and we appreciate you answering them. If you have any recent (i.e., past three years) history of the following, please comment (e.g., when, how many incidents, how severe, 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 risk of homelessness or currently homeless: _____

F/ EXISTING SUPPORTS

Are you 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 you are 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 your life and how satisfied you are with each of these supports.

G/ PAST SUPPORTS

Have you 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 you worked:

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

YOUR DECLARATION AND CONSENT

This section outlines your agreement with the organizations you requested on page 1. We **promise that the confidentiality of the information you have provided will be respected in accordance with all applicable legislation.** By checking the boxes below and signing this application form, you agree to what is set out in the following statements. Please read it carefully before signing.

APPLICANT'S DECLARATION & CONSENT

I have done my best to ensure that the information provided in this application is correct. Yes No

I would prefer both my referrer and myself to be contacted for the initial assessment. Yes No

I understand that in order to determine my eligibility for individual support services and to identify programs that could best meet my needs, the Access 1 staff:

* Will contact me for further information and to discuss and update me regarding my application. I give my permission for this. Yes No

* May contact and share information with the Referrer (if any) who signs the Referrer's Statement below. I give my permission for this. Yes No

I understand that this application will be processed by the Access 1 office. I give my permission for this. Yes No

I permit the Access 1 Office to contact me to discuss this application and to collect, use and disclose any additional personal health information that I may provide during those discussions. Yes No

I understand that if I am eligible for individual support services, this application will be sent to those who are providing the service. I give my permission for this. Yes No

I give permission for the Access1 Office to discuss my application with _____ in order to coordinate access to individual mental health services on my behalf Yes No

I understand that the service provider who receives my application may contact and clarify information with the Referrer (if any) who signs the Referrer's Statement below. I give my permission for this. Yes No

I also understand that Access 1 or any of the service providers who receive my personal health information may be required at law to disclose it to a person or organization other than those listed above without my consent. Yes No

I confirm that I have read and understand this form and consent to the collection, use and disclosure of personal health information described above. Yes No

I understand that once I start receiving service from one organization, the other organizations chosen Yes No

by me will be informed of this. I give my permission for this.

I understand I may withdraw or change this consent at any time by writing to you, except where information has already been shared. Yes No

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

If you have chosen not to consent to any of the above statements, please explain:

REFERRER'S STATEMENT

If another person is referring the applicant, that person (the referrer) must complete this section of the application. By signing this application form, the referrer agrees to what is set out in the statement below. Please read it carefully before signing.

Referrer's statement

To the best of my knowledge, the information contained in this application is correct.

I have discussed this application with the applicant, explained the role of Access 1 and application process, and whenever possible, have completed this application together with the applicant.

I understand that Access 1 will send this application with identifying information only to those agencies to which the applicant has agreed.

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