



Referral Packet

Please send referrals back to:
referrals@beaconspecialized.org or
fax to (866) 407-0531

Due to the high volume of referrals that Beacon Specialized Living receives, we ask that once a client has been accepted to our program that CMH/guardian have appropriate paperwork completed and signed within 5 business days. This will ensure our process can continue to operate efficiently and we can continue to provide the most expedient placements for your clients. If completed paperwork is not able to be received within 5 business days, Beacon will have to proceed with the next referral in line as we DO NOT promise a bed hold.

Attached in our Referral Packet is our Service Authorization Form, regarding services that will be authorized at time of placement. This must be signed by all parties.

Beacon DOES NOT bill Medicare/Medicaid, and this will ensure no payment issues upon placement for such services as Psychiatric, Case Management, Therapy, etc. Beacon will expect payment for those services authorized and indicated by the CMH representative signature on the above said form.

If you have any questions, you can also email our referral department at referrals@beaconspecialized.org or you may contact our corporate office by calling (269) 427-8400 and asking to speak to a member of our referrals team.

CONFIDENTIAL

Persons completing this document and the persons receiving the disclosed information may only further disclose consistent with the authorized purpose for which it is intended or disclosed (MH 1748-[3]).

***** Please note that Beacon Specialized Living is HCBS compliant. To ensure that we remain compliant, any restrictions to food, community access or other items adults would normally have in their own home must be indicated in a behavior plan.***



Referral Packet

Service Authorization Form

Who is requesting services:

- Manager
- Nurse
- Clinician
- Intake

Services requested:

- Therapy
- Enhanced Staffing/One-on-One
- Transportation
- Behavior Plan
- Behavior Plan Monitoring Case
- Management Psychiatric—Med
- Review Psychiatric—Psych
- Evaluation

Costs related to service: _____

Communication of requests:

Date	Initials	Action	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Beacon representative: _____
CMH Representative: _____
Guardian: _____
(if applicable)

Date: _____
Date: _____
Date: _____

BSLS does not bill Medicaid/Medicare. Therefore, your signature represents authorization of said services and in turn BSLS will expect payment from your agency, regardless of whether or not you are the "payor of last resort".



Referral Packet

Please answer the following questions related to the consumer:

First Name: _____ Middle: _____ Last: _____

Date of Birth: _____ SSN: _____ Gender: _____

Marital Status: _____ Race: _____

Client Reference #: _____ Height: _____ Weight: _____

Client Code: _____ Beacon Reporting Cost Center Code (CEI Referral Only) _____

Veteran: Yes No Is there a surviving spouse/child of veteran? Yes No

Primary Language: _____ Date of Referral: _____

COVID-19 Vaccination Status:

Fully vaccinated Partially vaccinated Unvaccinated Received Booster

Court Order: Yes No Type (If applicable)/Please Attach Current Court Order: _____

Expires: _____

County In Which Order Was Issued: _____

Is there a specific home to which you are referring the individual?
If yes, which home(s) or geographic areas is the individual interested in:

Are there any areas of the state to which you would prefer the individual not be referred (ie: Eastside, certain towns, Upper Peninsula, etc.)? Yes No

Funeral Provisions & Preferences: _____

Religious Preference: _____

Current Address: _____ City, St, Zip _____

Contact Name: _____ Contact phone number: _____



Referral Packet

REFERRAL SOURCE CONTACT

Name: _____ Relationship: _____
Address: _____ City, St, Zip: _____
Email: _____ Phone: (CELL) _____ (FAX) _____

PHYSICIAN

Name: _____ Email: _____
Address: _____ City, St, Zip: _____
Phone: (CELL) _____ (FAX): _____

PSYCHIATRIST

Name: _____ Email: _____
Address: _____ City, St, Zip: _____
Phone: (CELL) _____ (FAX): _____

RESPONSIBLE AGENCY

Name: _____ Email: _____
Address: _____ City, St, Zip: _____
Phone: (CELL) _____ (FAX): _____

CASE MANAGER

Name: _____ Email: _____
Address: _____ City, St, Zip: _____
Phone: (CELL) _____ FAX): _____



Referral Packet

EMERGENCY CONTACT

Name: _____ Relationship: _____
Address: _____ City, St, Zip: _____
Email: _____ Phone: (CELL) _____ (FAX) _____

NEXT OF KIN

Name: _____ Relationship: _____
Address: _____ City, St, Zip: _____
Email: _____ Phone: (CELL) _____ (FAX) _____

GUARDIAN

Name: _____ Relationship: _____
Address: _____ City, St, Zip: _____
Email: _____ Phone: (CELL) _____ (FAX) _____

PAYEE/CONSERVATOR

Name: _____ Relationship: _____
Address: _____ City, St, Zip: _____
Email: _____ Phone: (CELL) _____ (FAX) _____

Diagnosis:

Diet:

Diet Order:

*If client does have a diet order, please send to the Beacon referral team.

Does the Client Need Assistance with Eating? Yes No

If so, What Type of Staff Supervision is Needed? _____

Allergies: _____

Contracted Services:

- | | | |
|---|---|---|
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Behavior Treatment Plan | |
| <input type="checkbox"/> Group Counseling | <input type="checkbox"/> Individual Counseling | <input type="checkbox"/> Psychiatric Services |
| <input type="checkbox"/> Enhanced Staffing:
(# of hours) _____ | <input type="checkbox"/> Behavior Plan Monitoring:
_____ | <input type="checkbox"/> Dialectical Behavior Therapy |

Medications: (current medications. Please list below or attach a list)

ADVANCED DIRECTIVES

Does individual have an advanced directive? Yes No

If yes, attach a copy.

Is there a psychiatric advanced directive? Yes No

If yes, attach a copy.

Will Beacon staff need to assist individual in applying for benefits? Yes No

Does the individual currently have Medicaid and/or Social Security benefits? If yes, please include policy number and types of policies. Yes No

Policy Number: _____ Types of Policies: _____

MEDICAID: Number/Plan: _____

Spend down? If yes, amount: _____ Yes No

MEDICARE: Part A: _____

Part B: _____

Part C: _____

Part D: _____

Medicare Advantage Plan: _____

Private Insurance (Name of Plan & ID Number): _____

Does individual have current insurance cards (not copies)? Yes No

Please attach copy if possible.

If no, can physical cards be requested? Yes No

Does individual receive Supplemental Security Income? Yes No

If yes, how much do they receive a month?: _____

Does individual have a valid state ID? Yes No



Referral Packet

Is individual under 26 years of age? Yes No

If yes, would they be interested in the School Program? Yes No

Current Individualized Education Program? Yes No

Please attach copy or list last known school attended: _____

Is individual a diabetic? Yes No

If yes, does individual have a guardian? Yes No

If applicable, does individual have doctor's permission to administer their own insulin? Yes No

Are there any medication compliance issues? Yes No

Please explain:

Does the Resident have swallowing issues or at risk for choking?

If yes, when was the last swallow study completed? _____

(Please attach the most recent study completed to this referral packet)

Are there any other eating disorders that we should be aware of?

If yes, what are they? _____

(PLEASE NOTE: If any of the above are a concern due to living in the home where there is access to food/drinks, a behavior plan will need to be implemented.)

Is the individual a suicide risk?

Please explain: Yes No

Is the individual a threat or danger to others and/or do they have thoughts to harm others? Please explain. Yes No

Does this individual have a history of sexual inappropriateness or sexually assaultive behaviors? Please explain: Yes No

Has the individual had any recent threatening behavior? Please explain: Yes No

Are there any high-risk behaviors (ie: cutting, head banging, elopement, self-injurious behavior, poor or dangerous relationships, risk taking, etc.)? Please explain: Yes No

Does the individual appear to be compatible with other individuals in the home? Are there any foreseeable problems? Has the individual agreed to having a roommate as required by HCBS if applicable? Please explain: Yes No

Does the client need to be registered with police referencing public indecency and/or a sex offense? If so, how often do they need to register? Please describe the nature and date of the offense. Yes No

Has the individual agreed to live in a Beacon home (as required by HCBS)? Please explain: Yes No

Does the individual require continuous nursing care? Please explain: Yes No

Does the individual require isolation for medical purposes? Please explain: Yes No

Does the individual have any medical diagnosis that require a specialist care or that would make them potentially high-risk and require extra briefing of the staff? Please explain: Yes No

Does the individual require seclusion or a restraint? Please explain: Yes No



Does the individual want to participate in any social and/or programmed activities? ie: school, workshop/job, religious practices, etc. Yes No
Please explain:

What amount of personal care does the individual need? Please write in the amount of personal care the referral source indicates the individual needs with an explanation of the type. Please explain:

What amount of supervision does this individual need? ie: Does the client need one-on-one supervision in the house or in the community? Please be as detailed as possible as to how many hours if one-on-one is being requested. (Please note if the client has restricted community access, this must be in a Behavior Plan upon arrival at the facility.) Please explain:

What amount of protection does this individual need? Include whether the individual has a high potential of being a victim of abuse.



What kind of skills does the home need available to meet this individual's needs? ie: nurse, social worker, therapist, gentle teaching, etc.

What kind of physical accommodations does the home need to be able to meet the individual's needs? ie: alarms, fence, staffing levels, handicap accessibility, etc.



Referral Packet

Please attach the following required documents if available:

- Guardianship Paperwork
- Health Care Appraisal
- Current Psychiatric Evaluation
- Any Psychological Assessments
- Upcoming Medical/Dental Appointments
- Clinical Certifications
- Treatment Orders
- Current Medication List/Current Prescriptions
- Current Person Centered Plan
- Behavior Plan, if applicable

Note: If individual is to be placed behind a fence, a Behavior Plan is required upon admission. Additionally, if individual has behaviors that Beacon determines require a Behavior Plan to keep them safe, we may require this to be in place upon the date of admission.

COMMUNITY ACCESS

Will this individual have independent community access at the time of intake? Yes No

If yes, how many hours per day/week will individual be able to access the community?

If the client does not have community access or has limitations on community access, they must arrive with a plan clearly outlining the restriction. Otherwise they are presumed to have full unrestricted access. Marking "no" on the referral is not enough for Beacon to restrict an individual's freedom of movement.

Beacon Specialized Living Services, Inc. community access guidelines:

- The resident must sign in and sign out with facility staff upon leaving and returning from community access.
- The organization is not responsible for transportation to or from community access.
- The resident is responsible for being present for all medication passes.
- Resident to staff ratio will be maintained and elopement policies will be followed identically to facility policies unless otherwise indicated in the individual's plan.
- Staff will maintain routine checks during supervised community outings, unless stated otherwise in individual's plan.



COLUMBIA-SUICIDE SEVERITY RATING SCALE (C-SSRS)

Risk Assessment (Lifeline crisis center version)

NATIONAL SUICIDE PREVENTION LIFELINE

Columbia-Suicide Severity Rating Scale (C-SSRS)

The **Columbia-Suicide Severity Rating Scale (C-SSRS)** is a questionnaire used for suicide assessment developed by multiple institutions, including Columbia University, with NIMH support. The scale is evidence-supported and is part of a national and international public health initiative involving the assessment of suicidality. Available in 103 different languages, the scale has been successfully implemented across many settings, including schools, college campuses, military, fire departments, the justice system, primary care and for scientific research.

Several versions of the C-SSRS have been developed for clinical practice. The **Risk Assessment** version is three pages long, with the initial page focusing on a checklist of all risk and protective factors that may apply. This page is designed to be completed following the client (caller) interview. The next two pages make up the formal assessment. The C-SSRS Risk Assessment is intended to help establish a person's immediate risk of suicide and is used in acute care settings.

In order to make the C-SSRS Risk Assessment available to all Lifeline centers, the Lifeline collaborated with Kelly Posner, Ph.D., Director at the Center for Suicide Risk Assessment at Columbia University/New York State Psychiatric Institute to slightly adjust the first checklist page to meet the Lifeline's Risk Assessment Standards. The following components were added: helplessness, feeling trapped, and engaged with phone worker.

The approved version of the C-SSRS Risk Assessment follows. This is one recommended option to consider as a risk assessment tool for your center. If applied, it is intended to be followed exactly according to the instructions and cannot be altered.

Training is available and recommended (though not required for clinical or center practice) before administering the C-SSRS. Training can be administered through a 30-minute interactive slide presentation followed by a question-answer session or using a DVD of the presentation. Those completing the training are then certified to administer the C-SSRS and can receive a certificate, which is valid for two years.

To complete the C-SSRS Training for Clinical Practice, visit <http://c-ssrs.trainingcampus.net/>

For more general information, go to <http://cssrs.columbia.edu/>

Any other related questions, contact Gillian Murphy at gmurphy@mhaofnyc.org.

COLUMBIA-SUICIDE SEVERITY RATING SCALE (C-SSRS)

Posner, Brent, Lucas, Gould, Stanley, Brown, Fisher, Zelazny, Burke, Oquendo, & Mann
© 2008 The Research Foundation for Mental Hygiene, Inc.

RISK ASSESSMENT VERSION

(* elements added with permission for Lifeline centers)

Instructions: Check all risk and protective factors that apply. To be completed following the patient interview, review of medical record(s) and/or consultation with family members and/or other professionals.			
Suicidal and Self-Injury Behavior (Past week)		Clinical Status (Recent)	
<input type="checkbox"/>	Actual suicide attempt	<input type="checkbox"/>	Lifetime
<input type="checkbox"/>	Interrupted attempt	<input type="checkbox"/>	Lifetime
<input type="checkbox"/>	Aborted attempt	<input type="checkbox"/>	Lifetime
<input type="checkbox"/>	Other preparatory acts to kill self	<input type="checkbox"/>	Lifetime
<input type="checkbox"/>	Self-injury behavior w/o suicide intent	<input type="checkbox"/>	Lifetime
Suicide Ideation (Most Severe in Past Week)		<input type="checkbox"/>	Hopelessness
<input type="checkbox"/>	Wish to be dead	<input type="checkbox"/>	Helplessness*
<input type="checkbox"/>	Suicidal thoughts	<input type="checkbox"/>	Feeling Trapped*
<input type="checkbox"/>	Suicidal thoughts with method (but without specific plan or intent to act)	<input type="checkbox"/>	Major depressive episode
<input type="checkbox"/>	Suicidal intent (without specific plan)	<input type="checkbox"/>	Mixed affective episode
<input type="checkbox"/>	Suicidal intent with specific plan	<input type="checkbox"/>	Command hallucinations to hurt self
Activating Events (Recent)		<input type="checkbox"/>	Highly impulsive behavior
<input type="checkbox"/>	Recent loss or other significant negative event	<input type="checkbox"/>	Substance abuse or dependence
	Describe:	<input type="checkbox"/>	Agitation or severe anxiety
<input type="checkbox"/>	Pending incarceration or homelessness	<input type="checkbox"/>	Perceived burden on family or others
<input type="checkbox"/>	Current or pending isolation or feeling alone	<input type="checkbox"/>	Chronic physical pain or other acute medical problem (AIDS, COPD, cancer, etc.)
Treatment History		<input type="checkbox"/>	Homicidal ideation
<input type="checkbox"/>	Previous psychiatric diagnoses and treatments	<input type="checkbox"/>	Aggressive behavior towards others
<input type="checkbox"/>	Hopeless or dissatisfied with treatment	<input type="checkbox"/>	Method for suicide available (gun, pills, etc.)
<input type="checkbox"/>	Noncompliant with treatment	<input type="checkbox"/>	Refuses or feels unable to agree to safety plan
<input type="checkbox"/>	Not receiving treatment	<input type="checkbox"/>	Sexual abuse (lifetime)
Other Risk Factors		<input type="checkbox"/>	Family history of suicide (lifetime)
<input type="checkbox"/>		<input type="checkbox"/>	Identifies reasons for living
		<input type="checkbox"/>	Responsibility to family or others; living with family
		<input type="checkbox"/>	Supportive social network or family
		<input type="checkbox"/>	Fear of death or dying due to pain and suffering
		<input type="checkbox"/>	Belief that suicide is immoral, high spirituality
		<input type="checkbox"/>	Engaged in work or school
		<input type="checkbox"/>	Engaged with Phone Worker *
		Other Protective Factors	
		<input type="checkbox"/>	
Describe any suicidal, self-injury or aggressive behavior (include dates):			

SUICIDAL BEHAVIOR (Check all that apply, so long as these are separate events; must ask about all types)		Lifetime		Past 3 months	
Actual Attempt: A potentially self-injurious act committed with at least some wish to die, <i>as a result of act</i> . Behavior was in part thought of as method to kill oneself. Intent does not have to be 100%. If there is any intent/desire to die associated with the act, then it can be considered an actual suicide attempt. There does not have to be any injury or harm , just the potential for injury or harm. If person pulls trigger while gun is in mouth but gun is broken so no injury results, this is considered an attempt. Inferring Intent: Even if an individual denies intent/wish to die, it may be inferred clinically from the behavior or circumstances. For example, a highly lethal act that is clearly not an accident so no other intent but suicide can be inferred (e.g., gunshot to head, jumping from window of a high floor/story). Also, if someone denies intent to die, but they thought that what they did could be lethal, intent may be inferred. Have you made a suicide attempt? Have you done anything to harm yourself? Have you done anything dangerous where you could have died? What did you do? Did you _____ as a way to end your life? Did you want to die (even a little) when you _____? Were you trying to end your life when you _____? Or Did you think it was possible you could have died from _____? Or did you do it purely for other reasons / without ANY intention of killing yourself (like to relieve stress, feel better, get sympathy, or get something else to happen)? (Self-Injurious Behavior without suicidal intent) If yes, describe:		Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of Attempts _____	Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of Attempts _____		
Has subject engaged in Non-Suicidal Self-Injurious Behavior?		Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>		
Interrupted Attempt: When the person is interrupted (by an outside circumstance) from starting the potentially self-injurious act (<i>if not for that, actual attempt would have occurred</i>). Overdose: Person has pills in hand but is stopped from ingesting. Once they ingest any pills, this becomes an attempt rather than an interrupted attempt. Shooting: Person has gun pointed toward self, gun is taken away by someone else, or is somehow prevented from pulling trigger. Once they pull the trigger, even if the gun fails to fire, it is an attempt. Jumping: Person is poised to jump, is grabbed and taken down from ledge. Hanging: Person has noose around neck but has not yet started to hang - is stopped from doing so. Has there been a time when you started to do something to end your life but someone or something stopped you before you actually did anything? If yes, describe:		Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of interrupted _____	Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of interrupted _____		
Aborted or Self-Interrupted Attempt: When person begins to take steps toward making a suicide attempt, but stops themselves before they actually have engaged in any self-destructive behavior. Examples are similar to interrupted attempts, except that the individual stops him/herself, instead of being stopped by something else. Has there been a time when you started to do something to try to end your life but you stopped yourself before you actually did anything? If yes, describe:		Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of aborted or self-interrupted _____	Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of aborted or self-interrupted _____		
Preparatory Acts or Behavior: Acts or preparation towards imminently making a suicide attempt. This can include anything beyond a verbalization or thought, such as assembling a specific method (e.g., buying pills, purchasing a gun) or preparing for one's death by suicide (e.g., giving things away, writing a suicide note). Have you taken any steps towards making a suicide attempt or preparing to kill yourself (such as collecting pills, getting a gun, giving valuables away or writing a suicide note)? If yes, describe:		Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of preparatory acts _____	Yes No <input type="checkbox"/> <input type="checkbox"/> Total # of preparatory acts _____		
	Most Recent Attempt Date:	Most Lethal Attempt Date:	Initial/First Attempt Date:		
Actual Lethality/Medical Damage: 0. No physical damage or very minor physical damage (e.g., surface scratches). 1. Minor physical damage (e.g., lethargic speech; first-degree burns; mild bleeding; sprains). 2. Moderate physical damage; medical attention needed (e.g., conscious but sleepy, somewhat responsive; second-degree burns; bleeding of major vessel). 3. Moderately severe physical damage; <i>medical</i> hospitalization and likely intensive care required (e.g., comatose with reflexes intact; third-degree burns less than 20% of body; extensive blood loss but can recover; major fractures). 4. Severe physical damage; <i>medical</i> hospitalization with intensive care required (e.g., comatose without reflexes; third-degree burns over 20% of body; extensive blood loss with unstable vital signs; major damage to a vital area). 5. Death	Enter Code _____	Enter Code _____	Enter Code _____		
Potential Lethality: Only Answer if Actual Lethality=0 Likely lethality of actual attempt if no medical damage (the following examples, while having no actual medical damage, had potential for very serious lethality: put gun in mouth and pulled the trigger but gun fails to fire so no medical damage; laying on train tracks with oncoming train but pulled away before run over). 0 = Behavior not likely to result in injury 1 = Behavior likely to result in injury but not likely to cause death 2 = Behavior likely to result in death despite available medical care	Enter Code _____	Enter Code _____	Enter Code _____		

Patient Health Questionnaire (PHQ-9)

Patient Name: _____

Date: _____

	Not at all	Several days	More than half the days	Nearly every day
1. Over the <i>last 2 weeks</i> , how often have you been bothered by any of the following problems?				
a. Little interest or pleasure in doing things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Feeling down, depressed, or hopeless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Trouble falling/staying asleep, sleeping too much	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Feeling tired or having little energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Poor appetite or overeating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Feeling bad about yourself or that you are a failure or have let yourself or your family down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Trouble concentrating on things, such as reading the newspaper or watching television.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Moving or speaking so slowly that other people could have noticed. Or the opposite; being so fidgety or restless that you have been moving around a lot more than usual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Thoughts that you would be better off dead or of hurting yourself in some way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If you checked off any problem on this questionnaire so far, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?				
	Not difficult at all	Somewhat difficult	Very difficult	Extremely difficult
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHQ-9* Questionnaire for Depression Scoring and Interpretation Guide

For physician use only

Scoring:

Count the number (#) of boxes checked in a column. Multiply that number by the value indicated below, then add the subtotal to produce a total score. The possible range is 0-27. Use the table below to interpret the PHQ-9 score.

Not at all (#) _____ x 0 = _____

Several days (#) _____ x 1 = _____

More than half the days (#) _____ x 2 = _____

Nearly every day (#) _____ x 3 = _____

Total score: _____

Interpreting PHQ-9 Scores		Score	Actions Based on PH9 Score
Minimal depression	0-4	< 4	Action The score suggests the patient may not need depression treatment
Mild depression	5-9		
Moderate depression	10-14	> 5 - 14	Physician uses clinical judgment about treatment, based on patient's duration of symptoms and functional impairment
Moderately severe depression	15-19		
Severe depression	20-27	> 15	Warrants treatment for depression, using antidepressant, psychotherapy and/or a combination of treatment.

* PHQ-9 is described in more detail at the McArthur Institute on Depression & Primary Care website www.depression-primarycare.org/clinicians/toolkits/materials/forms/phq9/