

Referral Process: Home and Community Based Services-Adult Mental Health (HCBS-AMH)
Appendix #33

Contractor shall follow and adhere to the referral process for the Home and Community Based Services-Adult Mental Health (HCBS-AMH) program for individuals residing in the community that meet initial eligibility criteria for HCBS-AMH. Comprehensive instructions to complete the referral process can be found: <https://www.dshs.state.tx.us/mhsa/hcbs-amh/Community-Referral-and-Enrollment-Process.doc>.

Contractor shall:

1. Review the HCBS-AMH Initial Criteria Report (ICR) sent from DSHS on the 15th of each month;
2. Designate a point of contact (POC) to coordinate HCBS-AMH referral process for individuals residing in the community;
3. Coordinate with state hospital staff, as necessary, for individuals referred to the program who are currently in the state hospital;
4. Coordinate with subcontractors as needed to complete the HCBS-AMH Referral Form for individuals on the ICR or who otherwise meet referral criteria who are currently in the community; verify CARE ID of the referred individual; and submit the completed form via e-mail to HCBS-AMH@dshs.state.tx.us with the subject line titled "Referral;"
5. Assist the referred individual and/or LAR, if applicable in completing the HCBS-AMH Consent for Eligibility Determination Form and submit consent form via e-mail to HCBS-AMH@dshs.state.tx.us with the subject line titled "Consent for Eligibility Determination";
6. Assist DSHS in coordinating the date and location of the HCBS-AMH assessment for the referred individual;
7. Participate in the individual's HCBS-AMH recovery plan meetings, including coordination with the individual's HCBS-AMH recovery manager.