

THRESHOLD SERVICES

1398 Lamberton Drive, Suite 3, Silver Spring, MD 20902 / 301-754-1102 / Fax: 301-754-1690 / www.ThresholdServices.org

REFERRAL PROCEDURES – Please Read First

Enclosed, please find the following items:

1. Referral form.
2. Informational materials regarding Threshold Services.

IF YOU ARE APPLYING FOR OUR OUTREACH SERVICES OR RENAISSANCE DAY PROGRAM, READ THE FOLLOWING:

- These clients must have a severe and persistent mental health disorder or co-occurring mental health and substance use disorders.
- These clients must have Medical Assistance (MA) or PAC to receive services. A limited number of clients with Medicare or without insurance may also be approved by the Core Service Agency.

If you are interested in Outreach Services

Summary of Outreach Services

Outreach counselors provide case management, supportive counseling, life skills training, and various other services to people who live independently, with family or friends, or who are homeless. Providing life skills training includes social skills, coping skills, hygiene, and skills needed for daily functioning. Outreach assists in obtaining and maintaining housing, employment, entitlements, community resources, and engagement in social activity or structured daily activity.

Outreach also provides limited assistance in the areas of transportation and medication. Outreach counselors will provide transportation for clients to appointments regarding entitlements, physical health, and mental health. However, transportation is based on the individual client's need and the availability of staff. As far as medication, Outreach staff does not meet with clients often enough to monitor their medications. However, staff will pre-pour medication for clients for a given amount of time as needed.

The overall goal of Outreach services is to help our clients *independently* lead more healthy and fulfilling lives.

Expectations of Outreach Clients

Outreach clients are expected to meet with their outreach counselor six times per month. These visits should last between 15 minutes and one hour in duration. Clients are expected to show up on time for their visits, as well as dress and behave in an appropriate manner during visits. If clients are unable to make an appointment with their outreach counselor, clients are expected to call their counselor to cancel the visit 24 hours in advance and reschedule another visit for another day and time.

Clients are expected to inform their counselor of any arrests, hospitalizations, or suicidal ideations, as well as any changes in medication, housing status, employment status, or finances (such as opening a bank account, receiving inheritance money, and so on).

TO APPLY FOR OUTREACH SERVICES COMPLETE THE FOLLOWING STEPS:

1. Complete the referral form.

Once the above steps are taken, you must send or fax the completed package as follows to our main office address listed at the top of this form. PLEASE CHECK OFF THE APPROPRIATE SITE FOR THE REFERRAL: If the client lives in Rockville, Olney, Gaithersburg, Germantown, or surrounding areas, please send to **Jessica Hartranft/Outreach North**. If the client lives in Silver Spring or Wheaton, please send to **Stephanie Taylor/Bel Pre Outreach**. If the client lives in Takoma Park, Bethesda or Chevy Chase, please send to **Nancy Sushinsky/Paint Branch Outreach**. If the client has a co-occurring substance use disorder in addition to their mental illness and they want to receive integrated services for both disorders and they live in Takoma Park, Silver Spring, Wheaton, or Bethesda, please send to **Joseph Wakhanala/IDDT Outreach**.

As soon as the package is received, an assessment appointment will be arranged. You will be contacted directly for an intake assessment appointment. Once there is an opening and the individual has been assessed as appropriate, you will be given a start date. The start date may be delayed due to a waiting list for services.

If there is a waiting list and the need for Outreach program services is immediate, you may want to contact Montgomery County Core Service Agency at 240-777-1400 for a referral to another PRP program.

TO APPLY FOR RENAISSANCE DAY PROGRAM, COMPLETE THE FOLLOWING STEPS:

1. Complete the referral form.

Once the above steps are taken, you must send or fax the completed package as follows to the Program Director Esther Brunner at our main office address listed at the top of this form.

As soon as the package is received, an assessment appointment will be arranged. You will be contacted directly for an intake assessment appointment. Once there is an opening and the individual has been assessed as appropriate, you will be given a start date. The start date may be delayed due to a waiting list for services.

Renaissance will hold the referral for 30 days. If a prospective member does not respond to attempts to schedule an intake assessment within that time period, then that individual will be removed from the referral list. A new referral package would have to be submitted should the individual wish to reapply to Renaissance.

If there is a waiting list and the need for Renaissance program services is immediate, you may want to contact Montgomery County Core Service Agency at 240-777-1400 for a referral to another day program.

IF YOU ARE INTERESTED IN A REFERRAL TO OUR OUTPATIENT MENTAL HEALTH CENTERS CALL THE COUNTY ACCESS TEAM AT 240-777-1770.

IF YOU ARE INTERESTED IN RESIDENTIAL REHABILITATION SERVICES, call Montgomery County Core Service Agency at 240-777-1400, as all residential referrals must go through them.

Thank you for your interest in Threshold Services!

Please call 301-754-1102, ext. 13 should you have any questions regarding the referral process.