# Sioux Rivers Regional MHDS Application Form For individuals living in: Dickinson, Lyon, O'Brien, Plymouth, and Sioux Counties

Application Date:	Date Receiv	ved by Office:	
First Name:	Last Name:	MI:	
Nickname:	Maiden Name:	Birth	Date:
Ethnic Background: White A	rican American ⊡Native Americar	n	Other
Sex:	are not a citizen, are you in the	country legally? ☐Ye	s
SSN#		ried ⊡Married ⊡Div Vidowed	orced Separated
Legal Status:	]Involuntary-Civil □Involuntar	y-Criminal Probation	on
Are you considered legally bli	nd?	n was this determined	?
Primary Phone #:	N	May we leave a messag	je? ∐Yes ∐No
Current Address:			
Stre Begin Date	eet City	State Zip	County
I live: ☐ Alone ☐	With Relatives ☐With Unrelat	ed persons	
Ulso as current Mailing Add	ress: ☐Yes ☐No If not,		
ose as current Maning Add	ressresno ii not,		
Previous Address	0		7'
Stre Begin Date	eet City End Date		Zip County
Current Service Providers:			
Name	Loc	ation	
1			
2			
2			
urrent Residential Arrangeme	nt: (Check applicable arrangement	t)	
□Private Residence □Foster	Care/Family Life Home Corre	actional Facility ☐ Hom	alass/Shaltar/Street
Other	•		eless/offelter/offeet
		-	Notes of Sarvina
eteran Status: Yes No	Branch & Type of Discharge:	<u>_</u>	Dates of Service:
urrent Employment: (Check ap	plicable employment)		
☐Unemployed, available for w ☐Employed, Part time	vork	le for work ☐Employe	ed, Full time
☐ Work Activity	Sheltered Work Employ	_	ed Employment
		☐Armed F	orces
Homemaker	☐ Volunteer	∐Other	
Current Employer:	Po	osition:	
lates of employment:	Hourly Wage	u.	ours worked weekly:

Emp	olo	yment	Histor	y: (	(list startin	g with	most	recent	to	previous.

City, State

Employer

1.							
2.							
Education: What is the highes	t level of education	you ac	hieved?	#	of years	s D	egree
mergency Contact Person:							
lame:			Relati	onship:			
Address:				=			
Guardian/Conservator appointed by So	y the Court?  ☐Yes	□No					
☐Legal Guardian ☐Conserva (Please check those that apply &							Protective Payee n name, address etc.
Name:			Name:				
Address:		_	Address:				
Phone:		-	Phone	·			
List All Boonlo In Households							
List All People In Household:	ame	Age	<u> </u>	Relatio	onship	Social Sec	curity Number
1.		7.9		rtolati	onomp	occiai occ	sarry reamson
2.							
3. 4.							
5.							
INCOME: Proof of income returns, etc. *See attachment If you have reported no incorreported!)	<b>A</b>						
Gross Monthly Income (before (Check Type & fill in amo		plicant nt:			_	in Househo nount:	Id 
☐ SSI ☐ Veteran's Benefits							<del>_</del>
Employment Wages							_
☐ FIP ☐ Child Support							_
Rental Income							<del></del>
Dividends, Interest, Et	с						<u>_</u>
☐ Pension ☐ Other							<del>_</del>
							_
Total Monthly Income:							

Job Title

Duties

To/From

Household Resource Type  Cash Checking Account Savings Account Certificates of Deposit Trust Funds Stocks and Bonds (cash value?) Burial Fund/Life Ins (cash value?) Retirement Funds (cash value?) Other Total Resources:	S: (Check and fill in Amount		d location):	Bank, Trus	tee, or Compa	iny
Motor Vehicles: ☐Yes ☐No (include car, truck, motorcycle, boat, recreational vehicle, etc.)			E	stimated value	e:	
Do you, your spouse or dependen	nt children own or	have intere	st in the fo	ollowing:		
House including the one you live in?[	☐Yes ☐NoAny oth	er real estat	e or land?	□Yes □No	Other?	□Yes □No
If yes to any of the above, please exp Have you sold or given away any p give away?	olain: oroperty in the last	five (5) yea	ı <b>rs?</b> ∐Yes	□No If ye	es, what did y	ou sell or
Health Insurance Information: (Ch Primary Carrier (pays 1 <sup>st</sup> )			Seco	ndary Carrie	r (pays 2 <sup>nd</sup> )	_
□ Applicant Pays       □ Medicaid □ Family         □ Medicare A, B, D       □ Medically Needy         □ No Insurance       □ Private Insurance	☐ MEPD	□Applicar □Medicare □No Insur	e A, B, D	☐ Medicaid ☐ ☐ Medically Ne ☐ Private Insura		
Company Name		Comp	any Name _			_
Address		Addre	ess			_
Policy Number: (or Medicare Classification	aim Number) ts?		/ Number_ (or Medicaid	/Title 19 or Med	licare Claim Num	
Spend down: Deductil	ole:	Spend down	):	Deduct	ible:	
Referral Source:			1			
☐Self ☐Targeted Case Management ☐	Community Correct Other			iend	cial Service A	gency
Have you applied for any (Please check those you have app Has your application been Approv If denied and you appealed, what i Have you applied for reconsiderating with an Action 1985.	lied for and the sta ed or Denied? s the date of appea ion?	itus of your	referral)		e scheduled h	nearing:
Social Security	□SSDI		<b>☐</b> Medicar	e		
☐Veterans						
Other	_					

Specific Diagnosis determined by:		Date:
Axis I:	Dx Code:	
Axis II:	Dx Code:	
Why are you here today? What services do you <u>N</u> application!)	EED? (this section <u>must</u> be c	completed as part of this
I certify that the above information is true and cor Rivers Regional MHDS staff to check for verificati county government and the state of Iowa Dept. of Community Corrections staff. I understand that th Rivers Region to establish my ability to pay for th services requested. I understand that information	on of the information provide Human Services (DHS) and I be information gathered in thi e services requested, and to	ed including verification with lowa owa Department of Corrections or s document is for the use of Sious assure the appropriateness of
-		

#### ATTACHMENT A

Income/Resource/Eligibility Verification Sioux Rivers Regional Mental Health & Disabilities Services

#### 1. PROOF OF LEGAL RESIDENCE REQUIREMENT

Iowa Code 331,394(1): "County of residence" means the county in this state in which, at the time a person applies for or receives services, the person is living and has established an ongoing presence with the declared, good faith intention of living in the county for a permanent or indefinite period of time. The county of residence of a person who is a homeless person is the county where the homeless person usually sleeps. A person maintains residency in the county or state in which the person last resided while the person is present in another county or this state receiving services in a hospital, a correctional facility, a halfway house for community-based corrections or substance-related treatment, a nursing facility, an intermediate care facility for persons with an intellectual disability, or a residential care facility, or for the purpose of attending a college or university.

- A copy of the applicant's driver's license or picture ID that shows current address, OR
- A copy of a recent bill or piece of mail with a legible postmark delivered by the US Post Office to the client at their current address, **OR**
- If application is living in a homeless shelter or community living facility, a letter signed and dated by personnel stating the applicant is residing in that facility.

#### 2. HOUSEHOLD INCOME VERIFICATION REQUIREMENTS

**For applications 18 years of age and over:** Include income of applicant, applicant's spouse or domestic partner, and any children, stepchildren, or wards over the age of 14 that reside with applicant.

**For applications under the age of 18:** Include income of application (if over 14), applicant's parents (or parent and domestic partner), stepparents, or guardians who reside with applicant.

- Copies of payroll stubs for past 60 days from all employers. If a payroll stub reflects year-to-date earnings, only the most recent payroll stubs will be required.
- If applicant or spouse/domestic partner is self-employed, provide a copy of most recent Federal tax return completed.
- If applicable, a copy of Supplemental Security (SSI) or Social Security Disability (SSDI) determination, pension payment, and child support amount, etc.
- If an application indicates that no one in the household has any income, written documentation is required from all applicable adult household members stating as such and evidence of outside assistance such as food stamps, financial help from relatives, etc. must be provided.

## 3. RESOURCE VERIFICATION REQUIREMENTS (Applicant and other applicable household members)

- A copy of all checking account statements for past 2 months
- A copy of all savings account statements for past 2 months
- A copy of a statement from all retirements accounts such as IRAs, 401(k), pension plans, annuities, certificates of deposit, stocks, bonds or trust fund accounts dated no earlier than the previous tax year.

NOTE: If applicant or applicable household member has a legal payee, all income and resource verification documents must be obtained from the payee and attached to completed MHDS application.

# CONSENT TO OBTAIN AND RELEASE INFORMATION

# **Sioux Rivers Regional MHDS**

# **Authorization for Use or Disclosure of Protected Health Information**

Authorization Section:			
Name of Client:			
Date of Birth:	SS#:		Medical Record#:
Daytime Phone #:		Evening Phone #:	
City:	State:		Zip Code:
I, the undersigned, hereby authorize the above-named client, with the fo	<u>-</u>		on indicated below, regard
Name of Person or Agency			
Complete Mailing Address			
Information to be released, obtained an	d/or shared may incl	ude:	
☐ Psychiatric Evaluation/Assessment/A		☐ Individual Comprehe	nsive Plan
□ Social History		1	, plans, and progress reports
☐ Psychiatric History		☐ Financial Information	
☐ Medical record information (including	g diagnosis informatio		
☐ Psychological Evaluation/Report	<i></i>	☐ Face Sheet	
☐ Discharge Summaries			
☐ Other (Please specify):			
	or the following purpositinuation of Care nitoring of Services		f Benefit eligibility
I understand this information shall be kept coright to see this information at any time. I un information relating to diagnosis or treatment specifically authorizing the release of information.  Substance Abuse (including alcohol/drug and Mental Health (other than Psychotherapy).  HIV related information (including AIDS).	derstand that this health t of psychiatric disabilitie ation relating to: abuse) Notes)	information may include HIV	/-related information and/or
X Signature of Client/Parent/Legal Guard	dian	Date	
Γhis authorization shall expire on:			
• —			

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Sioux Rivers-Plymouth Co.

19 2nd Ave. NW

LeMars, IA 51031

Phone: 712-546-4352

Sioux Rivers Sioux County

Orange City, IA 51041

Phone: 712-737-2999

210 Central Ave., SW, Box 233

Sioux Rivers-Lyon County

315 First Ave., #200

Rock Rapids, IA 51246

Phone: 712-472-8240

Sioux Rivers-Dickinson/O'Brien Co.

1802 Hill Ave, Ste. 2502 Spirit Lake, IA 51360

Phone: 712-336-0775

## **How to Appeal a Decision of the County Service Coordinator**

Applicants for regional funding of services have the right to appeal a decision of the Services Coordinator if deemed adverse. Adverse decisions may include decisions involving eligibility determinations, funding and/or service levels, placements on waiting list for services. The Service Coordinator, or designee, makes initial decisions regarding eligibility for services and whether a person may be placed on a wait list for the requested service. These Notices of Decision shall be in writing and shall explain the reasons for the decision. If a decision is subject to appeal, the Notice of Decision will inform the applicant of his/her right to appeal, and how to file the appeal.

## Step One: Filing the Appeal

As stated above, applicants/consumers or their representatives (with consent of the consumer) may appeal an adverse decision by the Service Coordinator. The appeal must be in writing and must be filed with the Sioux Rivers Regional Mental Health & Disabilities Services CEO within fifteen (15) business days of the date of the decision. If the appeal is filed late, it cannot be considered, except in situations that are out of the applicant's control. The appeal shall state: (1) the reasons why the Service Coordinator's decision should be reversed; (2) the relief requested; (3) applicant's name, address, and telephone number of a representative if appointed.

## Step Two: Discussing the Problem

After the appeal is filed, the Sioux Rivers CEO will contact the applicant to schedule a meeting to discuss the appeal. This meeting must be held within 10 business days, unless the parties agree to extend the time to meet. The applicant may bring someone to the meeting to help explain his/her position. The applicant and the CEO may ask another person to serve as a mediator. At the meeting, the CEO will explain the reason for the decision. The applicant may ask questions or give the CEO other information deemed important. The applicant should provide the CEO with a proposed resolution. If an agreement is reached, the County Service Coordinator will issue a revised Notice of Decision within 10 business days. At the end of the meeting, the applicant and the CEO will sign a status form, indicating whether there is a resolution or whether the appeal will continue. A revised Notice of Decision will be issued.

### Step Three: The Appeal

If the parties are unable to resolve the problem at the meeting, within 10 business days of the date of the meeting, the CEO will contact an Administrative Law Judge at the Department of Inspections and Appeals (Iowa Code § 10A.801 - Judge). The CEO shall arrange for payment of the cost of the Judge. The Judge will set a pre-hearing conference to discuss hearing procedures and set a time for the hearing. The Judge will provide written notice of the pre-hearing conference, and the hearing. The applicant has the right to present evidence and argument at the hearing. The Judge will consider the evidence and will issue a written ruling. The decision of the Judge is final. Applicants have the right to receive notification in an accessible format and may receive assistance with the appeal. This could be an attorney, an organizational representative, or a friend. The Service Coordinator's office may help locate someone to assist the applicant with the appeal. The Sioux Rivers CEO will not provide legal assistance. Two places that may provide legal assistance include:

- Legal Aid: 1-800-532-1275
- Disability Rights Iowa Law Center
   For Protection and Advocacy: 1-800-779-2502

#### Authorization for the Use or Disclosure of Confidential Information

Counties and Mental Health and Disability Services Regions in the State of Iowa (referred to hereafter as "Entity") NOTE:

A PHOTOCOPY OF THIS SIGNED AUTHORIZATION IS HEREBY AS EFFECTIVE AS THE ORIGINAL.

As required by the Health Insurance Portability and Accountability Act of 1996, the Entity may not use or disclose your protected health information except as provided in our Notice of Privacy Practices without your authorization. Additionally, Iowa Code §§ 228, 35B, 141A and 252.25 require authorization for the release of certain confidential information. Your signature on this form indicates that you are giving permission for the uses and disclosures of protected health information and other confidential information described herein. You may revoke this authorization at any time by signing and dating the revocation section on your copy of this form and returning the signed revocation section to this office.

AUTHORIZATION SECTION		
Client Name:	Date of Birth:	Client #:
Address:		
or Iowa Mental Health and Disability Services Reg arranged with the counties or Regions to perform rel agencies providing financial assistance (a list of the o	lions ("Regions") listed on Exhibit A, atta ated duties on behalf of the counties or R current affiliated case management entitie	v, regarding the above named client, with any lowa counties ached hereto, and/or with providers or agencies who have egions, law enforcement agencies, and community nonprofit s, law enforcement agencies, community non-profit agencies eption of the following lowa counties, Regions or other
The undersigned authorizes the lowa counties and the lowa counties or Regions listed on Exhibit A, to s		ase management and other providers who are affiliated with other for the purposes identified below.
Information to be disclosed includes:		For the following purposes:
To law enforcement agencies, providers or agencies or Regions to perform related duties on behalf of the community non-profit agencies providing financial at Address type, Insurance information, Events, All appresources and Income, and Name of person and er does not include any information related to HIV/or substance use disorder treatment information	e counties or Regions, and/or ssistance: Care Team information, plications, Employment information, ntity that entered your information. This AIDS related testing, mental health,	In keeping with national, state and local efforts to enhance care coordination, parties will access/disclose records for the purposes of: coordinating treatment/care, determining benefit eligibility, obtaining authorizations, jail based service coordination, coordinating the funding for services and other benefits available to you, and assisting with state and federal reporting requirements.
To lowa counties and Regions listed on Exhibit A an Billing information, including claims payment and cla Other services received including hospitalizations; Minformation; Employment information; Education information; Employment information; Education information; Medical History; Medications; Allergies; Case Manaplans, social history, discharge summaries and clier applications, investigation reports, and case records and county commissions of veteran affairs described	aims history; Funding authorizations; Medical record including diagnosis ormation; Resources and income; gement Information including: service at contact information; and All related to county general assistance d in Iowa Code § 252.25 and § 35B.10.	Parties will access/disclose records for the purposes of: coordinating treatment, paying claims, determining benefit eligibility, obtaining authorizations, jail based service coordination, funding for services and abiding by state and federal reporting requirements.
agencies, relating to: (check any that apply)	ring of information with Iowa Counties a	FOR FEDERAL LAW and Regions listed on Exhibit A and/or case management for sharing of information relating to substance use
☐ HIV/AIDS Related Testing Information	disclosure of psychotherapy notes. The	s Authorization may not be used to authorize the use or client has the right to inspect any disclosed Mental Health Information is disclosed, a copy of this Authorization shall tal Health Information).
Expiration Date. This Authorization is in effect free/ (specify date).	om the date of your signature until it is	s revoked, unless a different date is listed below: □
at the top of this form, except to the extent that action a condition of obtaining treatment, payment, enrollment	on has been taken in reliance on this Authent or eligibility for benefits. You may insp	of this form and returning it to the Entity at the address listed porization. You are not required to sign this Authorization as ect and/or copy the information disclosed. Some information ipient, and if redisclosed, the information would no longer be
By signing below, I acknowledge that I have re Authorization form.	ead and I understand this Authorization	on form. I also acknowledge receipt of a copy of this
Signed:	Date:	
Print Name:	Telephone:	
If not signed by the client, please indicate relationship	p:	
☐ parent or quardian of minor client		personal representative of deceased client

	T	T.,	I
lowa Counties:	Floyd	Monroe	lowa Mental Health and Disability Services Regions:
Adair	Franklin	Montgomery	
Adams	Fremont	Muscatine	Central Iowa Community Services
Allamakee	Greene	O'Brien	County Rural Offices of Social
Appanoose	Grundy Guthrie	Osceola	Services
Audubon	Hamilton	Page	County Social Services
Benton	Hancock	Palo Alto	Eastern Iowa MHDS
Black Hawk	Hardin	Plymouth	Heart of Iowa
Boone	Harrison	Pocahontas	
Bremer	Henry	Polk	MHDS of the East Central Region
Buchanan	Howard	Pottawattamie	North West Iowa Care Connection
Buena Vista	Humboldt	Poweshiek	Polk County Health Services
Butler	Ida	Ringgold	
Calhoun	Iowa	Sac	Rolling Hills Community Services
Carroll	Jackson	Scott	Sioux Rivers MHDS
Cass	Jasper	Shelby	South Central Behavioral Health
Cedar	Jefferson	Sioux	Southeast Iowa Link
Cerro Gordo	Johnson	Story	Courth and I lilla Danisa al Mantal
Cherokee	Jones	Tama	Southern Hills Regional Mental Health
Chickasaw	Keokuk	Taylor	Southwest Iowa MHDS
Clarke	Kossuth	Union	Southwest Iowa Will IDS
Clay	Lee	Van Buren	
Clayton	Linn	Wapello	
Clinton	Louisa	Warren	
Crawford	Lucas	Washington	
Dallas	Lyon	Wayne	
Davis	Madison	Webster	
Decatur	Mahaska	Winnebago	
Delaware	Marion	Winneshiek	
Des Moines	Marshall	Woodbury	
Dickinson	Mills	Worth	
Dubuque	Mitchell	Wright	
Emmet	Monona		
Fayette			

# REVOCATION SECTION

I hereby revoke this Authorization.

Signed:	Date:	
Copy sent to Client/Guardian on:6.26.19	(date) at following address:	v14, Approved