

REFERRAL AND ADMISSION POLICY

Thank you for your interest in Liberty House Foundation, Inc. To schedule appointments, please contact Jeff Shakow, Clinical Coordinator. To avoid unnecessary delay in service delivery, please adhere to the following participation requirements:

Pre-Screening

An opportunity for advocates and potential members to learn more about the clubhouse and services provided. ***No Documentation Required.***

Visitation

The visitation period follows the pre-screening and is designed to provide the interested potential member the opportunity to participate in the clubhouse program. All interested parties then have a chance to evaluate the suitability of the program to meet the individual's needs prior to an admission decision. The Executive Director will arrange a visitation schedule of three to five days ***once all referral documents are received.***

Referral Documentation

* Copies of these forms are also available on our website at: www.libertyhousefoundation.net

- Completed Referral Form
- Medical Assessment Form (**Note** - All Referrals – Within One Year)
- Completed TB Test and Results (Within One Year)
- Signed Consent for Release of Information Form (**Note** - All Referrals)
- Current Psychiatric Assessment Form (**Note** - OMH Referrals Only - Within One Year)
- Current ISP/Psychological Assessment (**Note** - OPWDD Referrals Only - Within One Year)

The completed referral documentation should be sent to:

Liberty House Foundation, Inc.
54 Bay Street
Glens Falls, NY 12801
OR
Faxed to (518) 798-1166 Attn: Jeff Shakow

Prior to admission to program, the following documentation is required:

- Birth Certificate
- NYS Benefit Card (if applicable)
- Social Security Card
- Health Insurance Card (if applicable)
- NYS Photo ID Card or License

*Identification may be photocopied. Originals are not necessary.

Revised: 12/07/2016