



Adirondack Health Institute

Lead Empower Innovate

## DOH Forms for Children

DOH Form to use During Outreach	Reason for form/when to complete
DOH 5236 Notice of Determination for Denial of Enrollment	The Notice of Determination for Denial of Enrollment form is to be used for individuals who are not yet members that were referred to you, that do not meet the Health Home eligibility requirements.
DOH 5059 Health Homes Opt-Out Form	<p>This form is used by the Health Home care manager during outreach activities to document that the consenter (the child and/or their parent, guardian, or legally authorized representative) has been approached about enrolling in Health Home care management services, but declined to enroll in the Health Home program.</p> <p>The Health Homes Opt-Out Form (DOH 5059) is not used to withdraw consent. If the individual has signed a consent for Health Home enrollment (DOH-5055 or DOH-5200), then the appropriate form to withdraw consent (DOH-5202 or DOH-5058) must be used. The Health Homes Opt-Out Form (DOH 5059) is used only for individuals who choose not to enroll in the Health Home program and therefore would not have signed consent.</p>
DOH Form to use During Enrollment	Reason for form/when to complete
DOH 5200 Children's Consent to Enroll	This consent must be completed and signed only by a parent, guardian, or legally authorized representative of a child or adolescent under the age of 18 for enrollment into the Health Home Serving Children's program. An individual with the right to provide consent, has the right to decline to enroll or opt out of Health Home prior to enrollment. An individual who has consented to enroll in the Children's Health Home Program has the right to withdraw that consent at any time.
DOH-5201 Children's Health Home Consent Information Sharing	Once the DOH-5200 is completed and signed, the DOH-5201 is completed for children/adolescents under age 18 who are not a parent, pregnant and/or married. This form outlines what, and with whom the child/adolescent's health information can be shared. The DOH-5201 has two sections.
DOH 5234 Notice of Determination for Enrollment	This form is to be completed and sent to the member in order to alert them of their enrollment into Health Home care management services. It is important to then upload this form into the member's record. It should not come as a surprise to a member that they have these services, and you as a care manager. By sending this form to the member you are showing that they are an active participant in the care they receive.
DOH 5230 Health Home Functional Assessment Consent Form	<p>This consent form is used with all enrolled Health Home Serving Children members up to the age of 21 years old. Upon enrollment into a Children's Health Home, the care manager must obtain this consent to conduct the Child and Adolescent Needs and Strengths-New York (CANS-NY) assessment tool. This consent must be signed by a parent, guardian, or legally authorized representative if the child/adolescent is under the age of 18, or by the child/adolescent, if the child/adolescent is under the age of 18 and a parent, pregnant, and/or married. Individuals who are between 18 and 21 years of age can provide consent on their own behalf.</p> <p>The Health Home Functional Assessment Consent Form is needed to enter the members identifying information into the Uniform Assessment System-New York (UAS-NY) database. Without obtaining this consent, the Health Home care manager will not be able to complete a Child and Adolescent Needs and Strengths-New York (CANSNY) assessment in the Uniform Assessment System-New York (UAS-NY) system.</p>



Adirondack Health Institute

Lead Empower Innovate

DOH 5203 Health Home Consent Information Sharing Release of Educational Records	The Health Home Consent Information Sharing Release of Educational Records (DOH 5203) is used to gain consent to release educational records to a Health Home for children and adolescents who have been enrolled in a Health Home. It includes information on what educational records can be shared and with whom. Consent for release of educational records for children and adolescents under age 18 must be provided by the parent as defined in Question 5 of the Health Home Consent Information Sharing Release of Educational Records (DOH 5203). Consent for release of educational records for those aged 18 and over must be provided by the individual.
<b>DOH Form to use to Disenroll</b>	<b>Reason for form/when to complete</b>
DOH 5202 Withdrawal of Health Home Enrollment and Information Sharing	The DOH 5202 must be used for children and adolescents less than 18 years of age who have been enrolled in a Health Home and completed Health Home Consent/Enrollment/For Use with Children Under 18 Years of Age form (DOH 5200) and Health Home Consent/Information Sharing/For Use with Children Under 18 Years of Age form (DOH 5201). The DOH 5202 is used to disenroll children/adolescents from the HH and take away consent to release health information. Withdrawal of consent for children under age 18 must be provided by the parent, guardian or legally authorized representative.
DOH 5204 Withdrawal of Release of Educational Records	The DOH 5204 is used to withdraw consent to release educational records (which includes Early Intervention Program records) for children and adolescents who have been enrolled in a HH. Withdrawal of consent for release of educational records for children under age 18 must be provided by the parent, guardian or legally authorized representative. Withdrawal of consent for release of educational records for those aged 18 and over must be provided by the individual.
DOH 5235 Notice of Determination for Disenrollment	In the case of an unplanned discharge where you cannot meet with the client to sign the 5058, the care manager can sign this Notice of Determination for Disenrollment and send it to the last know address of the member. You will then upload a copy of this signed form into you're the member's record and create a note stating that you were unable to have a face to face meeting with the member for whatever reason.