



## Referral to Tenancy Support Services (TSS)

Montana Medicaid has reimbursement for [Tenancy Support Services \(TSS\)](#) to eligible members. Prior to referring to TSS, Medicaid enrollment must be confirmed. To submit a referral or an extension request, all required fields (marked with asterisk) in this form must be filled out and submitted via fax **(406-513-1923)** or email ([HACS@mpqhf.org](mailto:HACS@mpqhf.org)). A referral can also be made by calling (406)443-0320 or 1-800-219-7035.

**PLEASE NOTE:** This is not a secure email address. If you are emailing documents, please ensure they are being sent securely and HIPAA compliant. Upon receipt of the referral Mountain Pacific will reach out to the member to complete the housing eligibility assessment and if eligible for TSS, Mountain Pacific will complete a service plan

**All fields with an \* must be filled out or the referral will not be complete and cannot be processed.**

Please check the following that the member is requesting (choose one only)\*:

☐

Initial Request for TSS

☐

Extension Request for TSS

Date of Referral:\_\_\_\_\_

### Client/Member Information

#### Demographics

Name\*:\_\_\_\_\_

Preferred Name:\_\_\_\_\_

Medicaid Number\*:\_\_\_\_\_

Preferred Language:\_\_\_\_\_

Date of Birth\*:\_\_\_\_\_

Gender\*:\_\_\_\_\_

### Mailing Address or location

Address\*:\_\_\_\_\_

Primary Phone\*:\_\_\_\_\_

City\*:\_\_\_\_\_

Email\*:\_\_\_\_\_

State/Zip\*:\_\_\_\_\_

If member is moving to a new address, please include new address below:

Best time to contact member\*:

**If the member does not have an email, phone, or physical address, please include member designated contacts information that, if approved, will be utilized to send the plan and/or contact the member.**

Designated Contact Name:\_\_\_\_\_

Designated Contact Email:\_\_\_\_\_

Designated Contact Address:\_\_\_\_\_

Designated Contact Phone:\_\_\_\_\_



- |  |  |
|--|--|
| <input type="checkbox"/> Interim Housing                         | <input type="checkbox"/> Other Housing |
| <input type="checkbox"/> Permanent Supportive Housing            | <input type="checkbox"/> Shelter       |
| <input type="checkbox"/> Skilled Nursing Facility/Long Term Care | <input type="checkbox"/> Street        |
| <input type="checkbox"/> Unknown                                 | <input type="checkbox"/> Other _____   |

Address for current living location: \* \_\_\_\_\_

Is the member matched to a housing program, housing voucher, or other publicly funded housing opportunity? \*

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> Yes: Please describe _____ | <input type="checkbox"/> No |
| <input type="checkbox"/> Unknown                    |                             |

Provide Member's Health Management Information Systems (HMIS) I.D. if available: \_\_\_\_\_

Please share any additional information on the member's housing status and housing needs:

Required Information: \*

**Member must have 1 from A and 1 from B (1a or 1b) to be referred to TSS. \***

(A) Member Health Information

Does the member have any of the below? \*

- ☐ Symptoms that suggest the presence of a substance use disorder
- ☐ Symptoms that suggest the presence of a serious mental illness
- ☐ Substance Use Disorder (SUD) Diagnosis
- ☐ Serious Mental Illness (SMI) Diagnosis
- ☐ A need for improvement, stabilization, or prevention of deterioration of functioning resulting from a diagnosed SMI and/or SUD or the symptoms that suggest the presence of a SMI or SUD



(B) Member Housing Status Information

(1a) Is member homeless or at risk of homelessness?\*

☐ Yes

☐ No

☐ Unknown

If the member is NOT currently homeless, was the member previously homeless?

☐ Yes

☐ No

☐ Unknown

(1b) Has the member experienced any of the following within the last 12 months\*:

☐ A history of multiple stays (more than two) or a history of more than two weeks stay in an institutional setting, group home, assisted living facility, or licensed residential healthcare setting

☐ Three or more emergency department visits or hospitalizations

☐ History of incarceration (jail, prison, detention center)

☐ Loss of housing as a result of behavioral health symptoms

Referral Source Information

Referral Submitted by:\*(select one)

☐ Member Self-Referral

☐ Primary Care Provider

☐ Substance Use Disorder Provider

☐ Mental Health Center

☐ Mental Health Provider

☐ Health Clinic

☐ Tenancy Support Services Provider

☐ Tribal Health Department

☐ Homeless Shelter

☐ Hospital

☐ Other \_\_\_\_\_

Referring Individual Name:\*

Referring Agency Name:\*

Referrer Phone Number:\*

Referrer Email Address:\*

Is member aware of and requesting referral?

☐ Yes

☐ No



Correspondence Designations

Member requests that the following receive copies of any correspondence. Member automatically receives all correspondence, **this designation is in addition to the member.**

☐ Designated Contact

☐ Referral Source

Member requests that correspondence be sent by:

☐ Email

☐ Mail

Member Signature: \_\_\_\_\_

Signatures

Signature of Referrer:\* \_\_\_\_\_

Signature of Member (if different):\* \_\_\_\_\_

**By signing this form, I attest that the information is true and reflective of member's current status**

Optional Provider Attestation

**If member is diagnosed with a SMI and/or SUD, the following can be completed in order for the member to avoid completing duplicate assessments**

I, \_\_\_\_\_ (provider name/credentials), have completed the biopsychosocial assessment of \_\_\_\_\_ (client) on \_\_\_\_\_ (Date) and attest that the member has a qualifying Serious Mental Illness or Substance Use Disorder of \_\_\_\_\_ (Diagnosis).

The assessment is on file at \_\_\_\_\_.

Mental Health  
Professional Name: \_\_\_\_\_

Credentials: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing this form, I attest that the information is true and reflective of member's current status.**