

Health Care Facility Discharge to NYC Department of Homeless Services (DHS): **Where to Submit the Institutional Referral Form** *(short version)*

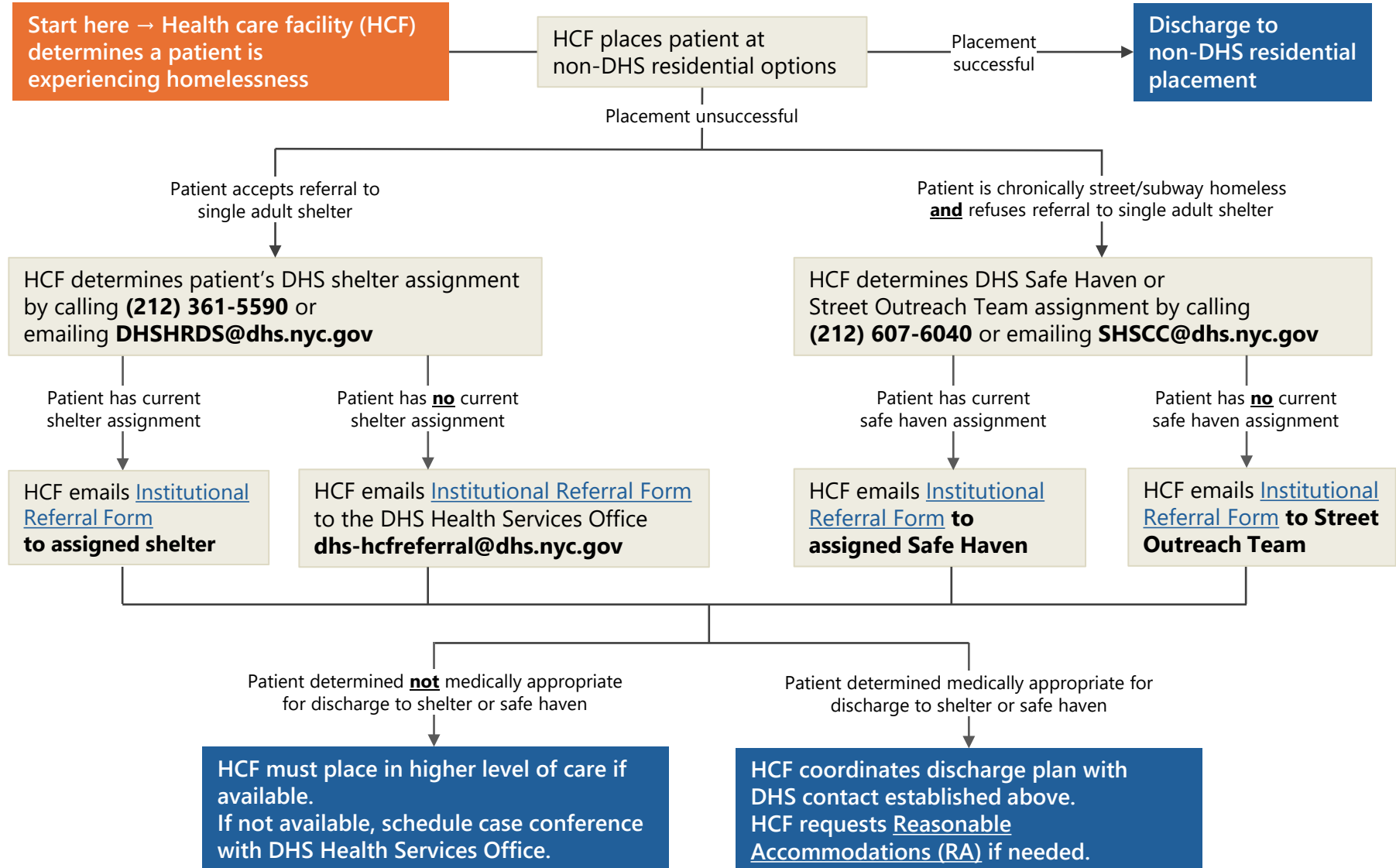
Patient's DHS assignment status	Where to submit the Institutional Referral form
Patients who have a current DHS assignment	Email Institutional Referral forms to facility contact at assigned shelter or safe haven
Patients who do not have current DHS assignment	Email Institutional Referral form to the DHS Health Services Office at DHS-HCFReferral@dhs.nyc.gov
Chronically street or subway homeless patients who decline shelter	Email Institutional Referral form to request safe haven placement: SHSCC@dhs.nyc.gov or (212) 607-6040

To determine if patient's DHS assignment status (including assignment at shelters, safe havens or stabilization bed) and identify facility contact:

Contact (212) 361-5590 or DHSHRDS@dhs.nyc.gov and request:

- Name of patient's assigned shelter/safe haven
- Name, phone and email address of the facility director
- Patient's DHS CARES database ID number

Health Care Facility Discharge to NYC Department of Homeless Services (DHS): Where to Submit the Institutional Referral Form *(long version)*



Definitions

- **Single adult shelter:** Congregate setting (multiple beds in a single room and shared bathrooms) for individuals.
- **Chronic street homeless:** Six or more months of street/subway homelessness and behavioral health conditions.
- **Safe haven:** Low-threshold, low-density setting for chronically street homeless individuals who refuse single adult shelter.
- **Shelter or safe haven assignment:** Has resided in a DHS shelter or safe haven within the past 12 months.