

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

Step A. Determine if patient has an active DHS case and is assigned to a DHS facility (shelter, safe haven or stabilization bed):

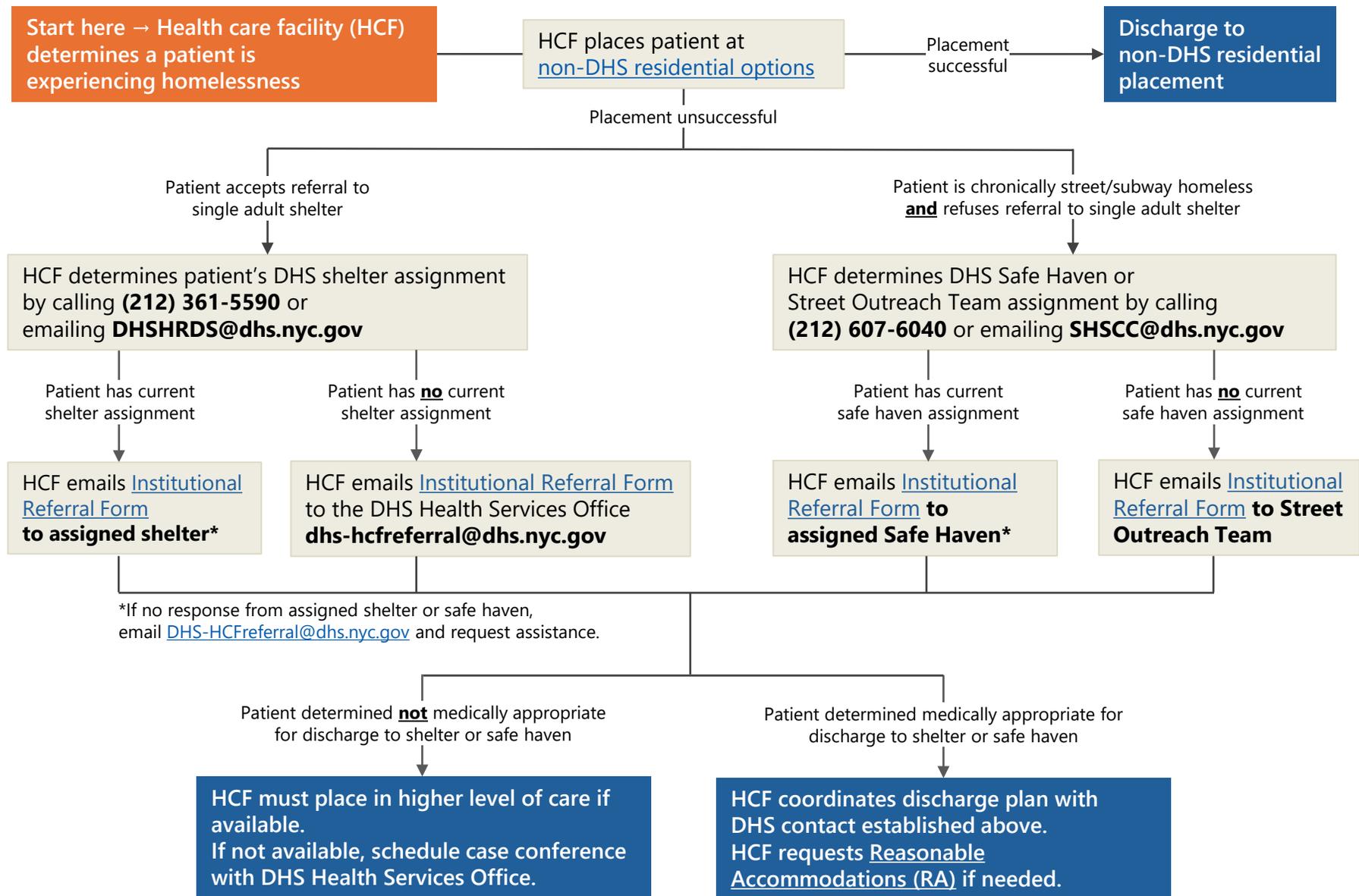
Contact (212) 361-5590 or DHSRDS@dhs.nyc.gov and request:

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

Step B. Submit referral based on DHS assignment status:

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

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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.