



Children and Youth Evaluation Service
Your Connection to Home and Community-Based Services

Referral Instructions for Care Management Agencies (CMAs)

The following information must be submitted with the Referral Packet to the Children and Youth Evaluation Service (C-YES).

- The C-YES Referral Form. This referral form is available on the C-YES website page
- The Health Home Opt-Out Form. Please use the link provided on the C-YES website page for the NYSDOH Health Home Opt-Out Form (DOH 5059)
- The CMA Consent to Share Information Form
- The child/youth's current Plan of Care (POC)
- Historic/supporting clinical, treatment, and service information
- Current Level of Care (LOC) assessments/forms, which indicate the due date for waiver eligibility re-assessment.

CMAs must send this Referral Packet to C-YES, using a secure email protocol, to the following address CYESREFERRAL@MAXIMUS.COM. It is the CMA's responsibility to ensure that the email is secure and that access to the secure system is available to C-YES.

C-YES will send a secure email communication to the CMA's within 3 to 5 days of receipt of Referral Packet.

Questions?

If you have questions about this form, please call Children and Youth Evaluation Service (C-YES) at **1-833-333-CYES** (1-833-333-2937) TTY: 1-888-329-1541