

Instructions:

Substance Use Concerns:

Commanders must refer a SM/Cadet with a substantiated positive drug test or other alcohol or drug related incident within 5 days of receipt of the notification. Please fill out the DA Form 8003 and Physical Evaluation Form completely.

Return the completed forms encrypted to: usarmy.westpoint.medcom-kach.list.bh-cdmhe-other-evaluations@health.mil. If you cannot send an encrypted message to this email address, please use the DoD SAFE website (<https://safe.apps.mil>) to encrypt and upload the files. Add usarmy.westpoint.medcom-kach.list.bh-cdmhe-other-evaluations@health.mil as the recipient and DBH will receive a message to download the files.

You will receive a confirmation email upon receipt of the completed forms. Should you not receive an email within 48 hours, please call the clinic at 315-774-8224 to check the status of the referral. A SUDCC representative will contact the SM to schedule an appointment.

Please make sure the SM is on orders for the day of the appointment if not Active Duty.

Command Directed Behavioral Health Evaluation (CDBHE) Requests:

Please utilize the Command Directed Mental Health Evaluation Referral Algorithm to assist with the referral decision-making process. If Command suspects a possible behavioral health condition, a risk to safety or unit mission, or indications of an emergency with a SM/Cadet, do the following:

Command: Fill out the Commander's Request for Behavioral Health Evaluation, CDBHE Escort Guidelines, and Physical Evaluation Form completely. Ensure that all questions are answered, the reason for the referral is clearly stated, and the form is signed by the Commander. FYSA, the physical evaluation form is to ensure that we have the SM in our database and eligible for services.

These completed forms must be returned encrypted to: usarmy.westpoint.medcom-kach.list.bh-cdmhe-other-evaluations@health.mil. If you cannot send an encrypted message to this email address, please use the DoD SAFE website (see instructions above).

Please also have the Service Member that is being referred for a CDBHE fill out the DA Form 8001, DD Form 2005, and Adult Intake Forms. Ensure all questions are answered and forms signed. These completed documents must be returned encrypted to: dha.westpoint.Keller-ACH.mbx.dbh-patient-communication-forms@health.mil. If you cannot send an encrypted message to this email address, please use the DoD SAFE

website (<https://safe.apps.mil>) to encrypt and upload the files. Add dha.westpoint.Keller-ACH.mbx.dbh-patient-communication-forms@health.mil as the recipient and DBH will receive a message to download the files.

Upon receipt of all completed Command and Service Member forms, a behavioral health provider will determine the appropriateness of the referral and further instructions will be given to Command. If the CDBHE referral is deemed appropriate, an appointment date and time will be provided to Command.

If the appointment is scheduled to be completed virtually, Command is to instruct the Service Member to report to their command area for the scheduled appointment at the appropriate date and time. The Commander will provide a quiet area for the Service Member to conduct the appointment and ensure the Service Member is able to speak freely with the provider. The Commander will ensure this location has adequate cell or wi-fi service or that the Service Member is provided a reasonable alternative. The Commander will assign an escort to always ensure the safety of the Service Member. The escort will need to be in the immediate area, though not in the same room, as where the Service Member is having the appointment in case the Service Member needs to be transported to the emergency room.

Please be advised the SM must be on orders on the day of the appointment if they are not Active Duty. Command will also counsel the Service Member about the CDBHE request prior to their appointment.