

Helpful Information for Making Referrals to Center Club

Center Club serves the Department of Mental Health's Metro Boston Area including the following communities: Boston, Brookline, Cambridge, Somerville, Revere, Chelsea, and Winthrop. Prospective members **MUST** live in these areas and have a history of a major mental illness. Individuals who currently homeless must be receiving services from the Department of Mental Health Metro Boston.

Center Club is based on the Clubhouse Model in which club members and staff members work side by side as partners in the daily operation of the program and in assisting club members in working towards their individual goals which may range from learning English, to getting a job to improving over health. Individuals who want or need a staff intensive program may not feel comfortable in a Clubhouse setting. Our membership is large and diverse with individuals who are gender or non-gender confirming with varied sexual orientation, religion, nationality, and ethnicities. We also provide many of our services in Spanish.

The referral process is as follows:

1. **Individuals being referring to Center Club from the Department of Mental Health or from DMH programs** (eg ACCS, PACT) should complete Center Club's *Critical Information form* well as the Clubhouse Request for Enrollment, both of which are available on our website, www.centerclubboston.org

Individuals being referring from private practices or private hospitals who are not DMH clients should complete the *Center Club Application*, all of which are available on our website, www.centerclubboston.org

All completed paperwork can be returned or faxed to Florence Mugenyi via email at fmugenyi@baycove.org, fax 617-788-1080

We usually contact the referred person within 24-48 working hours after receipt of the referral, unless we have follow-up questions about the referral- in which case we will contact the referring person(s). During that initial contact with the referred person we will set up an on-site *Intake* and *New Member Orientation* appointment.

2. Prospective members will be given program literature and a member facilitated tour. Spanish-speaking members may choose to meet with a Spanish-speaking staff member and a current club member. If the prospective member is still interested in joining Center Club after the tour, the prospective member will sit down with the Intake Coordinator to get a detailed overview of the program, go over the *privacy practices* and *release of information* policies, followed by signing off on the said forms by the prospective member and the Intake Coordinator or staff member present.

3. Hereafter, the Intake Coordinator will assign the (now) new member a key staff member with whom the member will meet with within the next 30 days to set individual goals at the club via a Club's *Assessment Tool*. Completing the *Assessment Tool* and consequently developing an *Individual Action Plan* provide an opportunity for members to further explore their goals and needs.
4. Each club member will work with their *Key Staff member* in developing an "Action Plan" in which they will describe their personal goals along with the steps they will take in reach them including the people/programs who will assist them.
5. New members are also strongly encouraged to attend as frequently as possible, in the beginning, so they can experience work-ordered day activities which cover different aspects of the Club, such as Employment, Education Services, Food Services/Wellness/Social Activities, Clubhouse Philosophy, and Housing Services, etc.

The following information may assist you in deciding whether or not Center Club is the best program for a specific individual:

- Membership is voluntary. Members set their own schedule and decide how to best utilize the clubhouse. Because we are a clubhouse and intentionally not staff intensive, we cannot monitor members' whereabouts.
- The club is not a drop-in center or a social club. Members attending during the day are encouraged to become involved in unit work. Our work-ordered day hours are Monday through Friday from 10:00am - 6:00 pm. The social program is in operation Monday through Friday from 4:00-6:00 P.M. We are open on all holidays unless otherwise announced.
- Although the club is not a highly structured program, members are encouraged to develop their own structure by planning a schedule, working in a unit and participating in activities of their choice (for example job interview skills, resume writing, educational tutoring, meal preparation, diversity discussion or visiting the gym).
- Center Club does not provide transportation.
- Meals cost \$1.00 for members and \$3.00 for guests. We offer a pre-paid meal program to assist club members with budgeting. We typically only have guests for special occasions. Breakfast is free for members.
- There may be a charge for some social activities.

Please direct all referral and enrollment inquiries to Florence Mugenyi, Intake & Billing Coordinator, at 617-788-1003 or fmugenyi@baycove.org