



New York State Office of Mental Health Clinician Support for Service Recipients to Obtain an Access Pass

The New York State Parks, Recreation & Historic Preservation's [Access Pass](#) offers free or discounted entry to state parks, historic sites, and recreational facilities for eligible residents with a disability. Your role as a clinician is key to helping eligible service recipients participate in this program.

Qualifying for the Access Pass:

An individual qualifies for the Access Pass if they have a mental disability and receive services from a program licensed, operated, certified, or funded by the state Office of Mental Health. You must obtain a completed HIPAA Authorization form signed by the patient specifically authorizing you to disclose their protected health information to the state Office of Parks, Recreation and Historic Preservation for the purpose of determining their eligibility.

Getting Clinician Confirmation:

The 'Clinician Confirmation Letter' is an official document attesting that an individual receiving qualifying services to get the Access Pass. Your license/medical practice number validates the authenticity of this confirmation. Follow these steps:

- **Obtain the Letter Template from OMH's website.**
- **Add to Official Letterhead from your organization.**
- **Include the individual's full name, date of birth, and your license number.**

Submitting for Approval:

Once completed and signed, the letter can then be provided back to the individual for them to submit with [their application](#) and proof of residency. Alternatively, you may complete and upload the document to the individual's clinical summary through the **PSYCKES app**. If the individual has not yet provided consent, the document can be sent to their **MyCHOIS overview**. To use MyCHOIS, you will need to add the individual to your 'All Clients' tab, open their Overview page, and upload the document, which then will be visible to them when they log in.

Please contact [PSYCKES Helpdesk](#) for assistance.

The completed letter and Access Pass application must be then submitted to Parks, Recreation & Historical Preservation for review and approval by [email](#) or by mail to:

Access Pass
NY State Parks
Albany, New York
12238

The letter must be dated within one year of the application. The [application](#) and more information can be found on Parks' [Access Pass webpage](#).