
**REFERRAL
PROCEDURES**

The Contractor shall accept and act on referrals from the Agency upon receipt of the Agency's referral packet. Any contractor forms or narrative information required on a referral must be completed by Contractor staff from information in the department's referral packet or other sources. (department staff shall not be required to complete application or other Contractor forms for inclusion in the agency case record or department files or for any other purpose.)

Referral Packet

The department's referral packet shall include the following:

- Copy of the commitment order or placement and care order from the court, or appropriate documentation of authorization from the local law enforcement agency.
- Copy of the Initial Service Plan, Updated Service Plan(s), progress report(s), and Termination Summary(ies) from prior placement(s) if applicable as required by the Bureau of Children and Adult Licensing (BCAL) rules and as specified in the DHS foster care policy manual (FCM). If any of these documents are incomplete at placement, the completed materials must be forwarded to the Contractor within two weeks of placement.
- Photocopy of the birth verification, or copy of the request for verification. The department shall immediately forward a copy of the birth verification upon receipt.
- If available, copy of the Youth Health Record (DHS-1662, DHS-1663, and DHS-1664) or other documentation of physical and dental examination(s) within the past 12 months and history, including immunization record.
- Photo copy of the active Medicaid (MA) card or the MA recipient identification (ID) number, if the child is active for MA and the card is not available. If MA must be opened for the child, the Agency shall provide a copy of the MA recipient ID number as soon as available.
- Photocopy of Social Security Card or the application (SS-5).

- Initial Placement Outline and Information Record (DHS-3307), if required, or other documentation required as specified in the DHS foster care policy manual or BCAL rules.
- Court study(ies)/report(s), if available.
- Educational report(s), if available and applicable.
- Copy(ies) of psychological/psychiatric report(s), if available.
- Copy of the Children's Protective Services 5-day Placement Packet and Transfer Summary as specified in the DHS foster care policy manual (FCM), if applicable. Additional Protective Services reports shall be forwarded when completed.

The DHS local office shall be notified, within 5 working days of the receipt of appropriate referral materials, of the decision to set up the initial interview, reject or accept the child, and, if accepted, the admission date or status on a waiting list. If an initial interview is held, the DHS local office shall be notified within 3 working days of rejection or acceptance of the referral, and if accepted the date of admission or the status on waiting list.

If a child is rejected, the reasons for non-acceptance shall be given to DHS in writing within 5 working days. The Contractor shall not refuse to consider providing services to a youth solely based upon a handicap, which is defined as emotionally impaired, hearing impaired, mentally impaired, physically or otherwise health-impaired, learning disabled, speech or language impaired, or visually impaired.

The Contractor, in accepting the youth, has indicated an ability to meet the service needs of the youth as described in the written referral material. This includes the provision of sufficient structure and supervision to continue service to youth who exhibit dangerous and self-destructive behavior identified before or at the time of acceptance.

CIC Referrals

In instances of a CIC referral, the Contractor shall participate in and cooperate fully with the CIC process as follows:

The Contractor shall consider for admission to its facility any youth referred to them by the CIC Committee ("Committee") for assignment to its facility within the network of service facilities.

The Contractor shall review referral information which conforms to requirements of the DHS foster care policy manual (FCM). Referral information which does not conform shall be returned to the originator with a request for specific information and the Contractor shall, in the meantime, notify the Committee of any delay resulting from insufficient referral information.

Within three working days of receipt of appropriate referral information from the department, the Contractor shall notify the Committee and the DHS local office of its intention to conduct a pre-placement interview. When possible, and no later than 3 working days after the pre-placement interview, on the day of the interview the Contractor shall notify the Committee and the DHS local office of acceptance or rejection of the youth for placement.

When the Contractor has accepted a referred youth, it will admit the youth within 10 working days if there is a vacancy.