

Referral Form

Form #:	RF2009.10
Purpose:	To provide consistent format for the collection of information on families being referred for services from DFCS or other community agencies
Use:	Optional
Distribution:	County DFCS offices and local community agencies
Completed Forms:	To be kept on hand as a component of family case file
Form	Click here to download a blank referral form.

Referring agency should provide relevant information to assist in the assessment and development of an appropriate service plan for the family.

Details

Referring Agent

- In the case of a DFCS referral, caseworker and county of record are identified. In the case of referrals from other community agencies, the individual making the referral and the specific agency are identified.

Referral Source

- Indicate type of agency making the referral for services.
- Please do not confuse referral source with how the client found out about the program. For example, if a client used the Yellow Pages to find your program, choose "Self" as referral source, not "Other: phone book".

Referral Information

- When making a referral, referring agent should provide a reason for the referral and the services that are recommended for the family.

Assessment

- To avoid duplication of services, the results of any child, caretaker or family assessment should be shared with the service provider at referral. If an assessment has not been completed relevant to the services requested, then the service provider must do so in order to develop an appropriate family service plan.

Family Status

- Referring agent should provide current case status.

Family Information

- The Primary Caregiver is most frequently identified as the female head of household.
- Provide most appropriate contact instructions.
- Regardless of the location of the service provider, indicate the county of residence of the Primary Caregiver.
- List all family members for whom services are being requested.
- Check box to indicate that the family is aware of the referral.

Follow-Up Requested

- Referring agent should indicate preferred format for feedback and follow-up documentation.

Status of Referral

- Service Providers are required to notify referring agent on the status of the referral in a timely manner. See Section II, Para #201 'County Department and Contractor Agreements.'