

REFERRAL/INTAKE PROCESS

REQUIREMENT	PROCEDURE
Families are eligible for FPS if there is a child at substantial risk of removal from the home.	Social worker meets the family and completes the risk assessment.
FPS is a voluntary service.	Social worker offers FPS to family; family agrees to participate in services.
The CA referring social worker must initiate all authorizations in writing using the CA-designated referral form for FPS.	Social worker gathers necessary family information, completes referral form, and submits to supervisor and gatekeeper for approval.
The CA referring social worker's supervisor shall sign the referral form.	Supervisor reviews referral form, determines eligibility and signs form. Social worker/supervisor selects the appropriate provider, based on each provider's areas of expertise and track record. Social worker contacts provider (via phone or fax) to submit the referral.
The contractor shall not accept a case from CA without a complete written referral on the CA-designated referral form for FPS. If the referral is not complete, the contractor shall notify the CA referring social worker that the referral does not include the required information.	Each FPS referral MUST include the following: <ul style="list-style-type: none"> ○ Supervisor and gatekeeper signature ○ Each section of referral form completed as fully as possible <p>For all placement prevention referrals, a copy of the CA Safety Assessment and Safety Plan must be attached, if one was indicated.</p> <p>For all reunification referrals, a copy of the CA Reunification Assessment and the CA Transition and Safety Plan must be attached.</p>