

Referral Checklist

(Information needed to process referral)

- A cover letter that includes: DOB, gender, current location, contact information for case worker, date of the disposition hearing (if disposition has already occurred, the date it occurred and the child's disposition status, i.e. PINS, JD, A/N).
- Documents characterizing the circumstances leading to placement (PDI, supplemental summary to the court, police reports).
- Documents characterizing the child's living circumstances and social history (PDIs and/or psychological evaluations are often sufficient; in their absence, please add a paragraph to the cover letter).
- Current IEP (if classified) and current transcript or report card.
- Discharge summaries from previous placements, psychiatric hospitals or rehabs.
- Adjustment reports from detentions, if available.
- Psychological and other evaluations (educational, substance abuse, neuropsychological, medical or psychiatric)
- Psychiatrist's reports indicating current diagnosis and treatment recommendations, including medications.
- Medical documentation of any impairing conditions