

REQUIRED DOCUMENTATION FOR REFERRALS

Thank you for considering The William George Agency for Children's Services as a resource for youth in need of placement. We ask that you provide us with as much of the referral documentation outlined below as possible to determine if the prospective youth and family's needs can be appropriately addressed through our available programs.

Documentation for Referrals

- A WGA Universal Referral Form or a cover letter that includes: DOB, gender, current location, contact information for caseworker, date of the disposition hearing (if disposition has already occurred, the date it occurred and child's disposition status, i.e. PINS, JD, A/N)
- OCFS placed youth seeking step-down, or history of OCFS placement:
 - Integrated Assessment
 - Transition Recommendation Summary
 - Community Safety Plan
 - Integrated Support Plan (last 6 months)
 - Psychiatric Notes (last 6 months)
- Documents characterizing the circumstances leading to placement:
 - Police Reports
 - Court Order
 - Pre-disposition Report (PDI)
 - Most recent FASP (if the family is known to LDSS)
 - History of Prior Placement(s)
 - Summary from prior service providers
 - QI Assessment
- Educational Records:
 - Individualized Education Plan (IEP)
 - Most recent report cards
 - Transcript with credits earned
 - Records from the most recent school attended
- Behavioral and Medical Information
 - Medical history, including childhood illnesses, records of inoculations, immunizations, and hospitalizations, and reference to special concerns such as allergies.
 - Most recent physical health exams, dental exams/assessments, and developmental assessments
 - Substance abuse evaluations, including history of substance use, diagnoses, history of receiving services, and treatment recommendations.
 - Discharge summaries, critical incident reports, and other details from previous programs, schools, hospitals, and services.
 - 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.

Referral documentation can be emailed directly to admissions@gjrmail.com or faxed to 607.844.3764. Upon receipt of the documentation, a thorough file review will be conducted to determine whether the youth may benefit from our program and services.