general guidelines for the Referral Process To the R.T.F. Level of Care

1 Child is identified as having significant mental health needs that could possibly be provided for at the RTF level of care and is referred to the county SPOA committee for review of the child and family's needs.

2 If it has been determined that all other treatment options have been exhausted, the service provider in conjunction with the family compiles an RTF Referral Packet. Note: The child's parent and/or guardian must be in support of the referral.

3 The complete Referral Packet is sent to the regional Field Office. The RTF Specialist then reviews the Referral Packet, insuring that the materials offered provide a comprehensive and accurate picture of the child's history and current needs.

4 If more referral information is needed, the RTF Specialist will request specific documentation from the referral source. The Referral Packet will be processed when all the necessary referral information has been received.

5 Pre-Admission Certification Committee (PACC) then meets <monthly> to discuss the child's needs and determines whether the RTF level of care is most appropriate for the identified child.

6 Based on specific criteria, the PACC determines whether the RTF level of care would most-appropriately address the child's mental health needs.

7 The RTF Specialist would then notify the individual making the referral of the PACC's decision via written correspondence.

If the PACC determines that the child is not appropriate for the RTF level of care then the individual making the referral would be informed of the PACC's recommendations. Such recommendations may include pursuing other treatment options and/or other levels of care for the child. If the referring party decides that they'd like to the PACC to reconsider the PACC's decision, they may do so in writing with new information

If the PACC determines that a referral for RTF treatment is appropriate, the child's name will be placed on the waiting list. It is important at this stage to notify the RTF Specialist of any changes in the child's functioning (improvement or decline).