

Youth-in-Transition Program Referral Process

1. Referral Source requests Referral Package

- Self-Referral
- Family Member (Biological or Foster)
- Case Worker

2. Referral Source completes Referral Package

Package will consist of three (3) parts:

1. Client Profile
2. Reason for Referral
3. Signature/Agreement:
 - a. The Referral Package will require signatures from:
 - i. Potential Client
 - ii. Referral Source
 - iii. Case Worker/CCP Supervisor
 - iv. Program Consultant

3. Submit Completed Package

Referral Packages can be submitted to the YIT Worker by:

1. Mail
2. Fax
3. Email
4. In-Person

4. Review of Completed Referral Package

- The YIT Worker will review packages to ensure they are completed and determine whether the client is eligible or ineligible for the YIT Program
- ALL REFERRAL PACKAGES will be signed off by the YIT Worker and the Program Director once a decision is made.
- The YIT Worker will contact the Referral Source to inform of decision:
 1. Eligible Referral Packages
 - a. The YIT Worker will contact the client to arrange a first meeting, and to complete the Intake Interview.
 - b. After Intake Interview is completed, YIT Worker and Client will begin the Client Service Plan
 2. Ineligible Referral Packages
 - a. The YIT Worker will give Referral Source explanation for ineligibility.
 - i. Incomplete Package/More information required
 - ii. High-Risk Behaviors/Client needs would be better met by other service providers.

Youth-in-Transition Program Referral Process Map

