

## Standard Information Needed When Making a Referral

- Family name.
- Reason for referral – clear statement regarding the safety threats, risk and/or diminished caregiver protective capacities, well-being and permanency needs as applicable.
- Composition of the family.
- Contact Information (address, phone numbers, directions to the home, if home-based services, etc.).
- Permanency goal(s).
- Objectives: What has to change behaviorally?
- How the child welfare professional will determine if the service is successful.
- History of agency involvement.
- Consent to Release/Exchange Information.
- Determination of eligibility.
- Payment information.
- A copy of the Safety Plan, Family Service Plan and/or Child Permanency Plan showing the service provider's role and responsibilities, as well as the other service providers with which they may need to collaborate.
- Requested frequency or contact with client.
- Reporting expectations:
  - Frequency (weekly, monthly etc.).
  - Medium of communication with child welfare professional (written reports, phone calls, face-to-face meetings).
  - Quality of reports (attendance, findings of evaluations, specific behavioral changes, attitude, insight, increased protective capacities, effect on children, etc).
- Court requirements.