



for EVERY referral

## ● Participants

- Please be sure to select the correct participants (and profile when duplicates exist) for every referral.
- Participants may differ from one service to another. Please review the service standard.
- For INFPS, select all children that are FORMALLY INVOLVED (they are listed on the IA or CHINS PI), as well as all caregivers that live in the home.

## ● Accurate Contact Information

- (Special Instructions Box) Please list all client and applicable case participant addresses and the most up to date contact information (email, phone, other communication means).
- Ensure that your contact information is also in the referral.

## ● Potential Worker Safety Issues

- (Special Instructions Box) Home conditions, pets, firearms, hazardous conditions and client demeanor and willingness of services.
- There should NEVER be worker safety concerns that DCS is aware of that our partner agencies are not.

## ● Reasons for Involvement

- (Special Instruction Box) We should be complete and comprehensive with our reasons for involvement. Service providers need to be aware of the abuse/neglect allegations that were substantiated (and why) along with any other potential concerns that may exist.
- All DCS history should be identified.
- All court order information, medical issues, medications, who can be in the home or visit, and protective orders should be included within the referral.
- Referrals should include information about any other agencies working with the family and what services they are providing.

## ● Goals of the Referral

- (Goals Box) Service goals should be specific, measurable, attainable, relevant and time sensitive. Well written, specific goals help our clients and providers understand the objectives the Family Team has identified.