



CPC Referral Form Checklist

- Contact CPC Liaison or CRCG Coordinator to review child/youth's current situation to determine if referral is appropriate for CPC and schedule CPC family session.
 - **Contact CPC Liaison Susie Kirk @ 512-854-4868**
 - If you represent a public child serving agency such as ATCIC, DSHS, etc.
 - If you represent an independent school district such as AISD, Manor, Pflugerville, Del Valle, Lake Travis, Eanes (*Please refer through Agency or District contact*)
 - If you represent a non-profit agency
 - If you are a parent/guardian
 - **Contact CRCG Coordinator Julia Subervi @ 512-854-5619**
 - If you are Travis County Juvenile Probation Department Officer
- Provide the family with the CPC Family Guide
- Discuss with families in the family guide session the Mandatory Reporting of Abuse/Neglect
- Obtain family's agreement to participate in CPC
- Have the family review and sign the release form
(Please have parent/caregiver initial next to each agency listed as all listed participate in the partnership).
- Complete the CPC Referral Form in partnership with the family
- Submit the referral form and release to the CPC Liaison/CRCG Coordinator within **2 weeks** of being scheduled for a CPC session.
- Collect applicable supporting documents
 - Psychological evaluation
 - Psychiatric evaluation
 - Discharge report from placement
 - School Documentation
 - Referral History Screen (Juvenile Probation Department ONLY)
 - Court Report
 - Any other document(s) that provides information regarding child/youth's functioning
- Review with family CPC session and ensure family is prepared to participate in CPC session
- Submit the remainder of the referral packet (supporting documents and any updates to referral form) by date agreed upon during CPC screening. (**Incomplete packets will be returned to referring agency**)
- Ensure a representative from the referring agency and the parent, legal representative, grandparent or whomever is responsible for the care of the child attend the CPC session
- Support the family with CPC plan implementation