



Travis County CRCG Referral Checklist for Virtual Meetings

- Contact your CRCG representative to review child/youth's complex needs and systems involvement to determine if a referral for a CRCG session is appropriate

CRCG Community Liaison Susie Kirk @ 512-854-4868 or

TCJPD CRCG Coordinator Veronica Perez @ 512-415-8903

- Provide the family with the CRCG Brochure and CRCG Family Guide.
 - Review and discuss with the family the CRCG Family Guide in detail including the Mandatory Reporting of Abuse/Neglect.
- If family agrees to participate in the CRCG referral process, provide Telehealth Acknowledgment Form and complete the CRCG Authorization for Release of Protected Health Information (CRCG Release).
- Provide the parent/caregiver the Family Questionnaire portion of the CRCG Referral Form.
- Complete the CRCG Referral Form in partnership with the family
- Have child or youth being referred complete the CRCG Child/Youth Interest Form to be added to the CRCG Referral Form
- Collect applicable supporting documents
 - Psychological and/or psychiatric evaluation (most recent)

- Discharge report from hospitalizations and/or placements
- School Documentation
- Any other document(s) pertinent to the child/youth and the reason for the referral

Submit the referral packet to CRCG Representative.

Once the completed CRCG Packet is received, the family session can be scheduled.

CRCG Meeting Date: _____ Time: _____

- Ensure you as the person making the referral and at least one parent or legal representative can participate in the CRCG session.
- Discuss with the family having child or youth participate in the CRCG session to share what services interest them. This is not required and up to the parent/caregiver if they feel it is appropriate.
- Review with family what to expect during their CRCG session
 - Ensure the family understands the CRCG process and their role in the meeting
 - Ensure family can open and read encrypted emails from Travis County to receive communications and documentation from CRCG representative.
- Collaborate with the family to identify any barriers to participating in the session
- Plan to support family by participating in the CRCG session with them
- Collaborate with CRCG partners and the family in the implementation of the list of CRCG Recommendations