



# CPC Referral Checklist

- Contact your CPC representative to review child/youth's systems involvement to determine if a referral for a CPC session is appropriate
  - Contact CPC Liaison Susie Kirk @ 512-854-4868**
- Provide the family with the CPC Brochure and CPC Family Guide
- Review and discuss with the family the CPC Family Guide in detail including the Mandatory Reporting of Abuse/Neglect
- If family is in agreement to participate in CPC process, have the parent or legal representative review and sign the CPC Authorization for Release of Protected Health Information (Please have parent/caregiver initial next to each agency listed as all listed participate in CPC)
- Submit the release to CPC Liaison or CRCG Coordinator and schedule the CPC family session.  
CPC Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_
- Complete the CPC Referral Form in partnership with the family
- Have child or youth being referred complete the CPC Child/Youth Interest Form to be added to the CPC Referral Form
- Collect applicable supporting documents
  - Psychological and/or psychiatric evaluation (most recent)
  - Discharge report from hospitalization and/or placement

- School Documentation
- Any other document(s) pertinent to the child/youth and the reason for the referral
- Submit the referral form no later than 2 weeks prior to the CPC session (or by date agreed upon during CPC screen).
- Review with family what to expect during their CPC session
  - Ensure the family understands the CPC process and their role in the meeting
- Collaborate with the family to identify any barriers to attendance and participation in the session
- Submit the remainder of the referral packet (supporting documents and any updates to referral form) no later than one week prior to the CPC session
- Ensure individual making referral and at least one parent or legal representative attend the CPC session
- Discuss with the family having child or youth being referred attend the CPC session to share what services interest them.
- Let CPC representative assisting you with the referral know if the child/youth or their siblings will be attending. CPC does not have child care but will try to accommodate the needs of children and/or youth when possible
- Support family by attending CPC session with them
- Collaborate with CPC partners and the family in the implementation of CPC Recommendations