



CPC Referral Packet Instructions

For community members referring youth and their families to the Community Partners for Children meeting

First Step: Schedule a Meeting with the Family

- The CPC Referral packet was created to be completed by community agencies in collaboration with families and youth.
- Please work directly with the family to complete the forms. Families should not be asked to complete the forms on their own and the referring entity should not complete the packet without input from the parent/caregiver and child/youth being referred.
- Be sure you take the CPC Brochure, CPC Family Guide, CPC Authorization for Release of Protected Health Information, and a copy of the CPC Referral Form as well as the CPC Child/Youth Interest Form with you to meet with the family.
- After the CPC Authorization for Release of Protected Health Information and CPC Referral Form are completed, copies should be provided to the family for their review and records. This should be done prior to the family's scheduled CPC session so any requested edits by the family can be made.

CPC Brochure and CPC Family Guide

- These are the first two items in the CPC Referral Packet you will share with the family.
- The CPC Brochure is an overview of Community Partners for Children, our mission, eligibility criteria and introduces us to the family.
- The CPC Family Guide goes into more detail about CPC and will help you explain the referral process, our membership, and the actual meeting.
 - Be sure to add your name and contact information to the bottom of the second page along with the name and contact person with the CPC representative assisting you with the referral.

CPC Authorization for the Release of Protected Health Information

- PLEASE FOLLOW INSTRUCTIONS CAREFULLY and contact your CPC representative with any questions.
- CPC falls under the Texas Medical Records Privacy Act and there are legal aspects regarding the disclosure of PHI. As a result, this form must be filled out completely and accurately in order for the family to be scheduled for a CPC session. We are not able to make exceptions.
- The parent/caregiver (LAR) needs to initial next to each agency/organization listed on the front.
 - All of these agencies are CPC partner agencies and/or agencies that collaborate with CPC to serve families in Travis County.
 - Only those agencies present for the family's CPC session will have access to the full referral packet.
 - Even if the agency/organization does not have direct involvement with the family, their representatives have expertise and knowledge that is valuable in identifying potential services and resources.
- Please review all information (Name, DOB, Parent/Caregiver information) carefully to ensure information is correct. If an error is made, cross it out with one line and have parent initial (the error needs to be legible). Then write correct information next to crossed out error.
- It is recommended that you take multiple copies of the Release form to your meeting with the family in case of multiple errors.

- The parent/caregivers completion of this form must be witnessed. Electronic signatures are not accepted at this time.

CPC Referral Form & CPC Child/Youth Interest Form

- The Referral Form should be a complete account of the child/youth, their family, current complex unmet needs, diagnostic profile, and past services accessed.
- Each section and question needs to be completed and answered in detail. "See Attached" or other reference statements are not accepted.
- All questions were carefully considered and vetted by our entire membership. Demographics and cultural background questions are to help the CPC membership refer the families to the services/organizations that will be the best fit and most appropriate.
- If completing the form by hand, please write legibly and clearly.
- If completing in Word, please stay in the available text boxes to maintain consistent font and formatting. This helps with distinguishing between the answers and questions.
- Summary of Reason for Referral/Behaviors of Concern section is for a detailed summary of the specific behaviors and information indicating why the child/youth needs a higher level of collaboration within the community as well as services and supports.
- Child/Youth Interest Form is a supplement to the CPC Referral Form and will be asked for by the CPC representative assisting you with the referral.
- The form is intended to be completed by the child/youth using their own words. If the child/youth is unwilling or unable to write their answers then please write for them using their statements.
- If the child/youth is not present at the family meeting - set up another time to meet with them. If this is not possible then leave the Child/Youth Interest Form with the family and ask them to have their child/youth complete the form in their own words.
- If you have any questions or unsure what information is being requested in a section or question, please contact the CPC Representative assisting you with the referral.

External Documentation

- This section of the referral packet is for reports, assessments, and other documentation that elaborates on the responses and information included on the CPC Referral Form.
- Examples of commonly included documentation are as follows:
 - Psychological and/or Psychiatric Assessment (most recent)
 - Hospital/Placement Discharge Paperwork
 - Special Education Paperwork: ARD, Full and Individual Evaluation (FIE), Behavior Intervention Plan (BIP), Functional Behavioral Assessment (FBA)
- Please keep in mind the time constraints of the CPC session. Only include recent relevant information that is pertinent to assessing service needs of the youth and family.
- If you are uncertain what to include or exclude, please contact the CPC representative assisting you with the referral.

Contact Person & Due Date

CPC Representative: _____ Phone: _____

CPC Referral Packet Due Date: _____

Additional Comments: