**Community Response Referral Instructions**

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| **Referral Type:** | **Document(s) Needed for Referral:** | **Referrals:** |
| **CR Coaching** | * Referral form within CR Brochure and scan to Navigator with email with brief description of the families needs
* Can also send referral through CFP website: <https://www.communityandfamilypartnership.org/coachingreferrals>
 | **Send Coaching & Support Services Referrals to:****Community Navigator**centralnav@columbusunitedway.com**Send Mental Health Voucher Referrals to:****Community Response Navigation Assistant**rkabes@columbusunitedway.com |
| **Mental Health Vouchers** | * "CR Participant Information Form" (referral source and the family will need to sign (or service provider documents family’s verbal consent) the consent form on the 2nd page)
* "CR Participant Information Survey"
* "Voucher Request Form" (up to 10 sessions can be requested)
* Short summary (via email) about the family situation that creates a barrier to access mental health services (no insurance, high deductible, etc.) and why vouchers would help them
* Forms can be located at: <https://www.communityandfamilypartnership.org/mental-health-vouchers>
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| **Support Services Funds** | * "CR Participant Information Form" (sign consent form on 2nd page)
* "CR Participant Information Survey"
* "Support Services Fund Application Form" (instructions included on the form)
* Forms can be located at: <https://www.communityandfamilypartnership.org/supportserviceapplication>
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**Coaching:**

Please inform the individual/family about Community Response (information included in the brochure) and include some background information in the referral email, so the Platte/Colfax/Boone/Nance Navigator can have a foundation when the family is contacted to set up a meeting.

**Mental Health Vouchers:**

* Please refer to the "Community Response Mental Health Voucher Process" form for step-by-step referral instructions
* "Contracted Providers for Mental Health Vouchers" provides information about the contracted agencies, addresses, and phone numbers the family/student can choose from to utilize the vouchers

**Support Services Fund Application Form:**

* If the Support Services funding is not an immediate need (in crisis, we ask that the referral source fill out all the forms with the family & call the Platte/Colfax/Boone/Nance Navigator), the Coach/Navigator can fill out the Support Services form with the family.
* The Coach/Navigator will need the Participant Information Form and Survey for consent to work with the family.