## **Rockingham County Schools Day Treatment Referral Process**

Referral from School is submitted to Janet Winn or Stephanie Moore

Important Reminder:

\*\*Any child transitioning back to school setting in the Fall will begin their start by **November 15**<sup>th</sup>.

\*\* Any child transitioning back to school setting in Spring or will begin their start date by **May 1**<sup>st</sup>.

\*\*Any transitions to a new school in the Fall- the school will be notified by June 1<sup>st</sup> of a Fall start date. Referral submitted by J. Winn and S. Moore by email to Serena Hooker at YH. Referral submission also includes T. Aiken, E. McNeil. Transportation will be coordinated. E McNeil will review referral for completeness and notify J. Winn and S. Moore if any components are still needed. S. Hooker load chart copy to R Drive for YH.

Serena Hooker will acknowledge email, contact family, check status, and assessment needs

Serena Hooker will set up appointment with family for assessment.

Day Treatment will start by the following Monday, QP/Case Manager invited to assessment and PCP is developed.

Authorization will be submitted with doctor signature. Within one week, authorization should be submitted with a start of the following Monday.

When authorization is submitted, Terry
Aiken will be notified by QP/Case Manager
along with S. Hooker, J. Winn, S. Moore,
and QP with a start date. QP/Case
Manager will also notify everyone when
officially approved T. Aiken, S. Moore, J.
Winn, and S. Hooker)

Terry Aiken will complete orientation within 15 days of <u>submission</u> of referral to Youth Haven.

\*This process from referral submission to start date of Day Treatment should take no longer than 2 and ½ weeks. Process
should take no
longer 2 and ½
weeks from
initial referral
submission to
start date
selection.

This chart was developed in collaboration with RCS EC Department, Youth Haven, and Day Treatment Team.

Developed: 07/20/2017 (FINAL)