

DSS Policy and Procedure Guide	
Division 3: Child Welfare	Chapter 04: Ongoing Case Management
Item 022: Treatment Services Referrals	
Suggested changes send to: DSS PSOA Mailbox	Issued: February 1, 2013
References:	Revisions are in red
	Replaces Issue: November 20, 2008

Policy

The Department of Children and Family Services (DCFS) will ensure timely access to a continuum of quality treatment services for eligible clients of Family Maintenance, Voluntary Family Maintenance and Family Reunification.

An electronic database shall be utilized for the tracking and monitoring of such services.

Purpose

To ensure eligible family members are given appropriate opportunities to participate in treatment services that will increase their likelihood for successful family reunification/maintenance.

Definitions

Referred Treatment Services: All services that are specified in court orders and/or approved case plans. These services include but are not limited to nurturing parenting classes, substance abuse services, drug testing, mental health treatment, and services for domestic violence, victims of domestic violence, anger management, and batterer's treatment.

Procedure

- I. REFERRALS AT FIRST ENTRY
 - A. Attendees will develop suggestions for treatment services that will be recommended for court orders and/or case plans during the initial TDM.

Note: It is the responsibility of the Emergency Response social worker to refer potentially substance abusing parents for an ASI prior to the initial TDM
 - B. After the TDM the ER social worker will complete a 6169 link that will reflect the suggestions for treatment services that will be recommended for court orders and/or court case plans and give it to the Services Coordinator social worker.
 - C. The Services Coordinator will meet with the parents to set up the recommended treatment services and the first two weeks of visitation with their children.

- D. The Services Coordinator's role is engaging families in recommended treatment, making referrals, providing the family with contact information for accessing their services and scheduling the initial visits (first two). The Services Coordinator works closely with the Visitation staff. The Visitation Coordinator becomes responsible for scheduling visits beyond the first two weeks.

- II. Subsequent referrals for treatment services that are indicated after the initial TDM are the responsibility of the social worker requesting these services.
 - A. The social worker will e-mail the request to the **CWS** Referral e-mail box.
 - B. Within the request, the social worker will include the client's name and date of birth; client's phone number; case name and number.

- III. All referrals for treatment services: will be made to and are the responsibility of (substance abuse services).
 - A. The (substance abuse services) staff will ensure referrals for services are provided in an effective manner to promote successful outcomes for families.
 - B. The service referrals will take into consideration such items location, cultural competency and multiple service needs through layering of services.