

Residential Care Team

Overview of Process

Note: Beginning December 1st, 2006, all referrals for CT DCF or Juvenile Services youth being referred to residential or group home care are managed by the RCT. The RCT is composed of CT BHP, DCF and CSSD staff members.

Step 1: The first step in the process is to fax in a registration form for the requested level of care. **The fax number for registrations is 1-866-584-4194.**

Step 2: Once CT BHP notifies the referral source (DCF area office, Parole office or CSSD office), that the referred child meets the requested level of care, the referral source should fax in a completed Child and Adolescent Needs and Strengths (CANS) assessment to CT BHP. * **The fax number for CANS assessments is 860-263-2181.**

Step 3: CT BHP staff member telephonically reviews the assessment with the referral source.

Step 4: CT BHP and DCF Central Office staff completes a prioritization work-up on the child/youth. If the child/youth is deemed urgent or high need of the requested level of care his/her case is reviewed in the twice weekly RCT rounds to determine appropriate placement.

Step 5: After a potential placement match has been made, the referral source arranges for the potential RTC or GH to receive the completed CANS assessment and relevant supplemental materials (see FAQ for list of supplemental materials). Additionally, the referral source coordinates the pre-placement interview (if requested by the RTC or GH) and the actual admission of the child/youth to the agency.

Step 6: The proposed facility and the referral source notifies CT BHP as to the outcome of all referrals. This is to highlight target admission dates if the referred child is "match" for the facility or to identify why matches are not successful and figure out next steps if a child is not an appropriate match.

If you have any questions or comments, please feel free to contact the Residential Care Team at 1-877-552-8247.

** Please note the scoring sheet, the complete CANS assessment and all modules (whether or not they are relevant to a specific child) must be faxed in.*

*** In many cases, this review is done in standing pre-scheduled weekly meeting times with each referral source. If interested in this option, please contact CT BHP to arrange for one or two standing weekly meeting times for your office.*