

Kids Central, Inc. System of Care Procedure Manual

Series: Kinship

Policy Name: Acceptance of Referrals for the Kinship Program

Policy Number: 1301

Origination Date: 08/20/10

Revision Date: 04/04/13

Attachments: Referral form for Kinship

It is the policy of Kids Central Inc to ensure access to the Kids Central Inc Kinship Care Program through a centralized intake process. Kids Central will take referrals on any kinship family as defined by procedure 1300, which defines a kinship family.

1. Kids Central Inc.'s accepts referrals for the Kinship program from any referral source. Cases referred by Protective Services or Protective Investigators workers will conduct an initial screening on kinship families to determine what services are needed for the kinship family at the time of referral.
2. Referrals for the Kinship Program are screened by the Kinship Supervisor who makes an initial determination of what services need to be rendered to a Kinship family and/or if they are appropriate for the Kinship Program.
3. The Kinship Case Manager will review the Referral form and make contact with the referral source as directed by Kinship Supervisor.
4. Once supervisor determines that the Kinship referral is appropriate, the referral will be assigned to a Kinship Care Manager. The assignment of the case will be based on case complexity, intensity of child and family needs, size of family, and the goal of the case.
5. When the Kinship Care Manger receives the referral from the Kinship Supervisor, they will make an appointment to meet with the family as soon as possible and no later than 30 days of case being assigned.
6. The workload of the Kinship Care staff will be monitored closely to ensure kinship families' needs are adequately met.
7. The Kinship Supervisor will prioritize referrals to the program. Priority will be given to urgent needs and emergency situations.

Approved By:

John Cooper, Chief Executive Officer

Date