

Kids Central, Inc. System of Care Procedure Manual

Series: Education

Procedure Name: Acceptance of Referrals for Eligible Children

Procedure Number: 1500

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Authority: 65C-30.007 F.A.C.

Reference: CSE 1.01 – 1.03; CSE 2.01 – 2.04

Attachments: DREAMS Referral Form

Procedure

It is the procedure of Kids Central to ensure access to the Kids Central Educational Program by informing the community about the services it provides and how to access them. Kids Central works with other community service providers to inform potential service recipients about the type and quality of services it offers.

A. General Information

1. Kids Central accepts referrals for the DREAMS Program from case management agencies, diversion and prevention providers, and guardian ad litem.
2. Referrals for the DREAMS program are handled by the supervisor.
3. At the time of referral, the DREAM supervisor will assign the case to an Educational Liaison.
4. If the referral meets eligibility requirements, the referral source will be notified within 48 business hours of the acceptance of the referral. The referral source will be provided with the name of the Educational Liaison assigned to the case, what services will be available and timeframes for initiation of services.
5. If the referral does not meet eligibility requirements, the supervisor will notify the referral source within 48 business hours and the individual will be referred or connected to appropriate resources.
6. DREAMS staff will assist in making decisions with regard to educational services needed for the child.

Kids Central, Inc. System of Care Procedure Manual

7. All children referred for Kids Central DREAMS Program services will receive the following services, based on their individual needs:
 - a. Review of Educational Record
 - b. Review or assistance in creation of the K-12 Report Card
 - c. Linkage of services to meet assessed needs of child and follow up on cooperation of referrals provided to the child
 - d. All cases will be inputted into FSFN

B. Service Area and Eligible Population for Kids Central DREAMS Program:

1. Kids Central will provide services in the DREAM Program for children who have educational needs.
2. Eligible children are all children under the supervision of Kids Central's dependency, prevention, and/or diversion programming, as determined by the supervisor.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date