

Standard 1.1.1 (4) Appropriate Referrals

Standard	<p>When preliminary information indicates that the referral is or may be appropriate, the intake worker:</p> <ul style="list-style-type: none">• determines the reason for the referral and service requested• gathers and records information as to the immediate safety of all children involved, the required response time in the situation, and whether a safety assessment is indicated• records information on the referral including<ul style="list-style-type: none">○ the date and time○ type of referral source○ whether the subject is aware of the referral○ how to contact the referral source• gathers and records information on persons or family members involved and where they live• gathers and records preliminary information regarding possible risk to children and others
Intent	<p>This standard requires that relevant information about a child and family be gathered and considered within a timeframe based on issues identified within the Intake Module. The information is used to determine the most appropriate response based on the immediate level of safety to the child and the information provided by the referral source about the strengths and issues of the family.</p>
Practice Notes <i>Suggested best practice</i>	<p>Information gathered during the screening process is especially critical when the source of referral is anonymous and/or there is no ability to contact the source again for further information or clarification. At all times the intake worker should try to obtain:</p> <ul style="list-style-type: none">• as much information as is available from the reporter or referral source• collateral information from any individual or agency that may be familiar with the situation to corroborate information gained from the reporter