



## Referral Instructions for Service Coordinators

When making a referral to **PROJECT HOPE**, please follow these steps:

Step 1. Client or conservator must sign "**Consent to Release Information Form**". Make one copy of this form to include with Referral Packet. Arrange to have the signed "**Consent Form**" added to the regional center client file.

Step 2. Complete "**Referral Form**" and e-mail completed **typed** form to Nora. Print one copy of the completed **Referral Form** to serve as a cover sheet for the referral packet, described below.

Step 3. Create a "**Referral Packet**". Include as many of the following documents within the referral packet that are available and applicable to clients' situation.

**Regional Center Records, specifically:**

- Client Profile
- IPP
- Most Current Progress Report
- Social Information
- Consultation Reports such as the SG/PRC's Bio-Behavioral Consultation Reports
- SIR reports related to mental health needs
- Conservator Information (if applicable)

**Mental Health Records (if available), specifically:**

- Mental Health History
- Therapy Reports & Psychological Reports
- Psychiatric Admission & Discharge Summaries
- Psychotropic Medication Records

**Medical Records (if available), specifically:**

- History and Physical
- Medication Records

**School (if currently in school):**

- Current Psychological
- Current IEP
- AB3632 mental health assessment
- Current Class Progress related to mental health needs

Step 4. Submit the **Referral Form**, **Referral Packet**, and the signed **Consent Form** to Nora Perez-Givens. Submitted information will be reviewed for completeness and to assure that referral is an appropriate referral based on Entrance Criteria for PROJECT HOPE.

Referral Form, Consent Form, Client Brochure, and Care Provider Brochure regarding PROJECT HOPE can be obtained from Nora Perez-Givens.

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