

## FAMILIES COME FIRST REFERRAL & INSTRUCTIONS

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YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Child is a Sauk County resident.
<input type="checkbox"/>	<input type="checkbox"/>	Child being referred is age 0-17 years old.
<input type="checkbox"/>	<input type="checkbox"/>	Family has multiple needs or services involved (for example: special education, child welfare, juvenile justice, medical, mental health, chemical dependency, and others).
<input type="checkbox"/>	<input type="checkbox"/>	Services are aimed at keeping the family intact or transitioning towards reunification.
<input type="checkbox"/>	<input type="checkbox"/>	Family can identify goals for change.
<input type="checkbox"/>	<input type="checkbox"/>	Family is willing and able to be active team participants.

### REFERRAL PROCEDURE

- 1. Complete a referral form WITH the family.** Make sure the family signs the *Consent for Referral and Participation* page. The Project Coordinator or FCF Service Coordinators can assist in the decision to make a referral and/or to explain FCF to the family. Families Come First staff can be contacted at (608) 963-6993.
- 2. Send complete referral and signed consent form to the Families Come First Project Coordinator at Lutheran Social Services:**  
  
Fax: (608) 355-4106  
Mail: Lutheran Social Services, 727 Eighth Street, Lower Level, Baraboo, WI 53913.
3. The Project Coordinator will review the referral, contact the referral source for any missing information, and assign follow-up on the referral to a FCF Service Coordinator. The FCF Service Coordinator will contact the family.
4. Within 2 business days after the Introductory Meeting, one of the following actions will be taken:
  - A. Family will be enrolled in Families Come First.
  - B. Family will not be enrolled in FCF. FCF staff will assist the family in obtaining other services.
  - C. Decision will be put on hold pending the gathering of additional necessary information.
  - D. An extended enrollment period may be set up to help prepare the family for FCF team involvement.
5. The Service Coordinator will notify the family and referring person of the decision within 2 business days. The family can also decline to be enrolled. If the family is enrolled, the Service Coordinator will schedule an appointment to start the assessment process with the family.