

Kids On Track Steuben: Forms Index

FORM NAME	CURRENT VERSION	WHO SHOULD USE IT / WHEN TO USE / NOTES ON USE
Intra-partnership Service Referral Form: PRENATAL/NEWBORN	20200615	<ul style="list-style-type: none"> • WHO SHOULD USE IT: General partners (includes human service, health, government, schools) who have not been given a specific, specialized form to use. <i>*This includes Arnot Ogden hospital for Steuben referrals*</i> • WHEN TO USE IT: When you are working with a family who can benefit from the listed services, agrees to be contacted, and the target child is <i>younger than 3 months of age</i> or the <i>Mom is pregnant</i>. • NOTES ON USE: <ul style="list-style-type: none"> ○ The family is consenting to outreach from the appropriate program or programs. ○ Healthy Families Steuben is the <i>single-point-of-entry</i> partner to receive these referrals. If they are not the appropriate partner to do initial outreach, they will immediately send the referral to the appropriate partner for outreach. ○ The form collects all of the information requested by the various partners to help identify the most appropriate partner to do initial outreach. Please complete all fields. ○ Include your own information in the “Source of Referral,” section. ○ RECEIVING PARTNER: Please close the loop on the referral by letting the source know if the family engaged in services.
Intra-partnership Service Referral Form: CHILD OLDER THAN 3 MONTHS	20200615	<ul style="list-style-type: none"> • WHO SHOULD USE IT: General partners (includes human service, health, government, schools) who have not been given a specific, specialized form to use. • WHEN TO USE IT: When you are working with a family who can benefit from the listed services, agrees to be contacted, and the target <i>child is older than 3 months of age</i>. • NOTES ON USE: <ul style="list-style-type: none"> ○ The family is consenting to outreach from the appropriate program or programs ○ Pro Action Resilient Children & Families is the <i>single-point-of-entry</i> partner to receive these referrals. If they are not the appropriate partner to do initial outreach, they will immediately send the referral to the appropriate partner for outreach. ○ The form collects all of the information requested by the various partners to help identify the most appropriate partner to do initial outreach. Please complete all fields. ○ Include your own information in the “Source of Referral,” section. ○ RECEIVING PARTNER: Please close the loop on the referral by letting the source know if the family engaged in services.

Kids On Track Steuben: Forms Index

FORM NAME	CURRENT VERSION	WHO SHOULD USE IT / WHEN TO USE / NOTES ON USE
In-partnership Transfer Action Cover Sheet	20200615	<ul style="list-style-type: none"> • WHO SHOULD USE IT: Program partners who do not enroll the referred family. • WHEN TO USE IT: When your program cannot serve the family or the family expresses an interest in another partner program that is listed on the <i>original</i> referral. **Note: If the partner you are referring to is not listed on the original referral, initiate a new “Intra-partnership Service Referral.” • NOTES ON USE: <ul style="list-style-type: none"> ○ Complete the information requested on the Transfer Action Cover Sheet, attach the original referral, and send to the appropriate partner