

REFERRAL FORM:

TFR is only able to accommodate families with parents who can visit together.

If parents must visit separately, TFR can serve one parent at a time. Please refer accordingly.

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DHS CASE NAME:

DHS CASE NUMBER:

PARENT(S) REFERRED:

NEXT COURT DATE/TYPE/LOCATION OF HEARING:

AN ROI IS ATTACHED TO THIS REFERRAL: YES

|  |  |  |  |
| --- | --- | --- | --- |
| DATE: |  | DHS BRANCH: |  |
| CASEWORKER: |  | SUPERVISOR: |  |
| CW PHONE #: |  | SUP PHONE #: |  |
| CW EMAIL: |  | SUP EMAIL: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S NAME (1): |  | DOB: |  |
| PARTICIPANT ID: |  |
| FOSTER PARENT’S NAME: |  | FP ADDRESS: |  |
| FP PHONE #: |  | FP EMAIL: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S NAME (2): |  | DOB: |  |
| PARTICIPANT ID: |  |
| FOSTER PARENT’S NAME: |  | FP ADDRESS: |  |
| FP PHONE #: |  | FP EMAIL: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S NAME (3): |  | DOB: |  |
| PARTICIPANT ID: |  |
| FOSTER PARENT’S NAME: |  | FP ADDRESS: |  |
| FP PHONE #: |  | FP EMAIL: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHILD’S NAME (4): |  | DOB: |  |
| PARTICIPANT ID: |  |
| FOSTER PARENT’S NAME: |  | FP ADDRESS: |  |
| FP PHONE #: |  | FP EMAIL: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| MOTHER’S NAME: |  | DOB: |  |
| ADDRESS: |  | PHONE NUMBER: |  |
| EMAIL: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| FATHER’S NAME: |  | DOB: |  |
| ADDRESS: |  | PHONE NUMBER: |  |
| EMAIL:  |  |

DATE OF REMOVAL FROM HOME:

SAFETY THREATS THAT LED TO REMOVAL (Please provide a detailed account):

OTHER SERVICES MOTHER IS INVOLVED IN:

OTHER SERVICES FATHER IS INVOLVED IN:

SUPPORTS ALREADY IN PLACE FOR THE FAMILY:

CURRENT VISITATION SCHEDULE:

BRIEFLY DESCRIBE EACH PARENT’S LEVEL OF MOTIVATION TO PARENT THEIR CHILDREN:

ANY SAFETY CONCERNS FOR EITHER PARENT (specifically as it relates to group settings):

BRIEFLY DESCRIBE EACH CHILD’S LEVEL OF FUNCTIONING (INCLUDE MEDICAL AND MEDICATION INFORMATION AND ANY FOOD ALLERGIES):

1. CHILD (1):
2. CHILD (2):
3. CHILD (3):
4. CHILD (4):

ANY CHALLENGES WITH SIBLING INTERACTIONS:

ARE THERE CURRENTLY ANY CHILDREN LIVING AT HOME WITH EITHER PARENT:

ANY KNOWN SCHEDULING CONCERNS:

ARE FOSTER PARENTS WILLING TO PROVIDE HALF OF THE TRANSPORTATION (per TFR policy):

LIST ALL NAMES OF PEOPLE APPROVED TO ATTEND VISITS:

(for Family Room staff only):

NOTES:

**TFR POLICIES AND PROCEDURES**

1. TFR is a community resource offered to DHS involved families.  All policies and procedures are determined by TFR and have been approved by DHS through a contract.

2. TFR offers a professional service and is staffed by educated, experienced, and trained social workers.  Our program is a registered 501(c)(3) non-profit organization and carries adequate and appropriate liability insurance.

3. Requesting visitation at TFR automatically grants our program with the authority to determine logistical details relevant to the implementation of each individual visit, including but not limited to the transportation of children before, during, and after each visit as well as the specific TFR location for each visit.  The safety and well-being of each individual family as well as the program as a whole is foundational when determining logistical details, whether proactively in advance of each visit or urgently as unforeseen challenges arise within each visit.  Safety concerns can be discussed with TFR staff on a case-by-case basis.

4. DHS is expected to notify TFR staff 24 hours prior to a scheduled visit in the event of a visit cancellation.  A visit will not be considered cancelled until DHS receives written or verbal acknowledgement of the cancellation from TFR staff.  TFR will notify DHS via email in advance of any necessary cancellations, i.e. due to inclement weather, sick children, or unavailable parents.  TFR generally follows DHS’s inclement weather policies.

5. DHS caseworkers are welcome to visit their families during their visits at TFR.  To ensure a safe and trauma-informed visitation environment, we expect advance notice of each caseworker visit and that caseworkers refrain from discussing case information while at TFR.  Caseworkers are welcome to have case planning conversations with their clients either before or after TFR visits off-site of our program.

6. TFR will refuse any attempts to serve legal papers to parents visiting at our program.

7. Any persons other than the approved birth parent(s), i.e. CASA’s, relatives, or service providers, need to be approved in advance of each visit by DHS.  Additional visitors are not considered approved to visit until DHS receives written or verbal acknowledgement of the request from TFR staff.

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(Caseworker signature)                                                                                                            (date)

**A SIGNATURE INDICATING ACKNOWLEDGEMENT OF THESE POLICIES AND PROCEDURES IS REQUIRED FOR SERVICE RECEIPT AT THE FAMILY ROOM.**