



## CPC Referral Form Checklist

- Contact CPC Coordinator to review child/youth's current situation and establish appropriateness of referral to CPC
    - Contact Gloria Petersen @ 512-854-5527
      - If you represent a public child serving agency such as (CPS, TCJPD, ATCMHMR, etc.)
      - If you represent an independent school district such as Manor, Pflugerville, Del Valle, Lake Travis, Eanes
    - Contact Stacy LaPointe @ 512-854-5647
      - If you are a parent/guardian
      - If you represent a non-profit agency
      - If you represent Austin independent school district
  - Provide the family with the CPC Family Guide
  - Obtain family's agreement to participate in CPC
- \_\_\_\_\_  
Parent Signature
- Have the family review and sign the release form
  - Contact CPC coordinator to schedule CPC meeting for the family
  - Complete the CPC Referral Form in partnership with the family
  - Collect applicable supporting documents \*
    - Psychological evaluation
    - Psychiatric evaluation
    - Discharge report from placement
    - ARD
    - 430 Screen (Juvenile Probation Department ONLY)
    - Court Report
    - Any other document(s) that provides information regarding child/youth's functioning
- \*Children's Partnership requires an Axis I – V diagnosis within 1 year of the referral
- Review with family CPC meeting and ensure family is prepared to participate in CPC meeting
  - Submit the referral packet to CPC Coordinator 5 working days prior to the scheduled CPC meeting
  - Attend the CPC meeting
  - Support the family with CPC plan implementation
  - Participate in the CPC evaluation process