

Youth in need of Out-of-Home Treatment who are jointly managed by DYFS and CMO/UCM/YCM

- When there is agreement among DYFS, CMO/UCM/YCM and the family/guardian that Out of Home (OOH) treatment is needed, CMO/UCM/YCM has the responsibility to seek an appropriate treatment setting in conjunction with the Contract Service Administrator, Value Options. DYFS has the responsibility to address safety and permanency issues as it relates to the OOH placement. DYFS will make available to CMO/UCM/YCM all pre-existing clinical information such as psychiatric, psychological or neurological evaluations, school records, etc.
- In exceptional situations where CMO/UCM/YCM are not the most expedient entity to complete the telephonic referral for OOH treatment, DYFS **may** contact Value Options and begin the OOH Treatment Referral process by doing the telephonic OOH treatment referral in accordance with below:

Exceptional Situations when DYFS may complete the telephonic referral for an OOH treatment placement:

- ❖ *The child is being placed due to a child protective issue.*
- ❖ DYFS has a more extensive history with the family than CMO/UCM/YCM.

Steps when DYFS completes the telephonic referral

1. Agreement is reached between the case management entities and the family/guardian that an OOH treatment placement is needed and that DYFS can do the telephonic referral.
2. CMO/UCM/YCM will document in the progress notes in the child's ABS record that DYFS will be doing the OOH telephonic referral.
3. DYFS then completes the Out-of-Home Treatment Referral summary and packet. The OOH Treatment referral summary is either submitted to Value Options via autofax or the DYFS worker can enter the information directly into the child's Absolute record on the OOH Referral Summary Form.
4. DYFS contacts Value Options to complete the telephonic referral.
5. Before beginning the review, the VO Care Coordinator (CC) will verify that the case management progress note has been entered. If the progress note is missing, the CC will defer the review until the case management progress note has been entered.