

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # C30.10

SUBJECT: REFERRAL TO CLINICAL AND COMMUNITY SERVICES

DATE REVIEWED/REVISED: 10/15, 11/18

POLICY STATEMENT: Clinicians will continually assess client's needs for the full spectrum of services necessary to meet long and short term treatment goals.

PURPOSE: To ensure that all clients receive all necessary services to maximize mental and physical health.

RESPONSIBILITY: All Clinical staff

PROCEDURE:

- A. Clinicians will educate, communicate and get consent from clients regarding referrals to other RVCC and other community clinical and community services.
- B. With client's consent, clinicians will contact these referral sources and make referrals verbally and/or in writing.
- C. The outcome of the referral will be communicated to the client.
- D. Frequently, the clients themselves will contact and engage with the referral sources.
- E. Documentation of this referral process and outcome will be made on the Client Contact Form.
- F. Clinicians will maintain ongoing awareness of available RVCC resources, and community resources.

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