**DCFS Children’s Administration (CA) Referral & Treatment Process**

CA Social Worker (SW) screens all parents for substance use needs using the GAIN-SS

Yes

Complete

No

 **Determination of substance use treatment**

**SW refers directly to a treatment provider and ensures the following are completed:**

* Financial screening;
* Parent/guardian signature on the Release of Information form; and
* Referral form (Attachment A, Appendix 2) and all additional information are sent to the treatment agency.

**Responsibilities of the treatment provider after receiving referral:**

* Complete an Expanded Assessment within 5 business days of referral (48 hrs. for pregnant women); and
* Notifies the individual and SW of any treatment recommendations within 5 business days of assessment interview.

No

Yes

**Are there treatment recommendations?**

* Treatment provider arranges treatment at the appropriate level of care.
* Notifies the CA SW of progress via monthly status reports until individual completes or aborts treatment.
* Screens referred individuals for financial eligibility monthly.

Complete