

## Community Response Mental Health Voucher Referral Process

1. A need for the use of mental health vouchers by a family is identified by a school counselor, school social worker/interventionist, school psychologist or community service provider (Professional Partners, Juvenile Services, in-home visitation service, etc.).
2. School representative and parent meet to complete:
  - an application provided by the school, if applicable (school's choice to have an internal process for request's reviewed by a Committee), and school's release of information form;
  - Central Navigation Participant Information Form (**should be filled out with the parent as the participant**) – PLEASE MAKE SURE TO USE THE MOST CURRENT FORMS AND THAT THEY ARE FILLED OUT COMPLETELY. PLEASE MAKE SURE THAT THE SECOND PAGE IS SIGNED – EITHER AS A FILLABLE PDF OR PHYSICALLY, SO WE KNOW IF WE ARE ABLE TO SHARE THEIR INFORMATION FOR EVALUATION PURPOSES.
  - Mental Health Voucher form (please offer the family the list of contracted providers for them to choose what counseling agency they intend to seek services from).

**The family should be asked if they have the ability to make a small co-payment at each counseling session and if they have Medicaid or insurance with sufficient coverage to afford the counseling without the use of the vouchers** (if yes, the vouchers should not be utilized). **NOTE THAT THOSE WITH INSURANCE ARE REQUIRED TO PROVIDE A \$30 PARENT CONTRIBUTION.**

3. The family must also be offered Community Response Coaching services at this time, but they can choose not to pursue this option (this is a part of our grant funding regulations). If the family wants to pursue Coaching services, please use the Unite Nebraska system to refer for Coaching Services with our referral form or provide our CR brochure to for the family to reach out to our Central Navigator.
4. The voucher and the CR Participant Information/Survey forms are sent to our email voucher address at [vouchers@columbusunitedway.com](mailto:vouchers@columbusunitedway.com). **Please also include a description of the need for the counseling services in the email message when you send the forms.**
5. Once verification is given that the voucher is approved for the youth, the school/agency staff will be contact the parent(s) and inform them of approval and that they should call as soon as possible to set up the first appointment (which should occur within 3 months of the approval date). All sessions that the Vouchers will be bill for should be completed within 7 months of the request date.
6. Also, upon approval, send a message addressed to the therapy agency of choice AND the CR Navigation Assistant (at email above) so that both parties have record of the referral being forwarded to the provider; attach the voucher form and the school's release of information that allows you to communicate with the provider.
7. If the family has not scheduled an appointment by calling within 2-3 weeks, the counseling agency may contact the referral source to have them follow-up with the family about setting up services.

### **Criteria for Service Approval:**

- Student has been EPC'd and needs follow-up appointments and/or psychological evaluation.
- Student is demonstrating signs of depression, anxiety, anger and/or other signs of psychological stress that are negatively affecting educational achievement.
- Student is demonstrating poor coping skills that are negatively affecting educational achievement.
- Student meets one or more criteria above and cannot afford mental health services based on family income (income guidelines are provided), lack of insurance or high deductible that is a barrier to receiving counseling.