

**Family Preservation
Acknowledgment of Referral/Changes
INSTRUCTIONS**

This form is used to document acknowledgment of referral, case updates and changes. This form shall be completed by the Provider and provided to DCF within 24 hours of initial referral for Family Preservation services

Type of incident being reported:

Please check the appropriate box to alert DCF staff of the reason this form is being completed and sent.

Check Initial if: This is an Acknowledgment of the original referral by DCF.

Check Reinstatement if: This is an Acknowledgment that Family Preservation intensive services have resumed,

Check Corrected Copy if: This is notification that the information previously submitted was in error and the current submission is a correction.

Check Drug Toxicology Results if: This is a notification of infant's birth and drug toxicology results.

Check Change of Venue if: This is an acknowledgment of a change of venue for a child in Custody of the Secretary.

SECTION I

Information in this section identifies the case head and verifies to DCF that the Provider is using the same identifying information as DCF. This section is completed every time the form is completed. When reporting court case number, provide the number of the court case which resulted in the current referral for family preservation.

SECTION II

Information in this section is required only for Initial Acknowledgment of the referral for Family Preservation.

SECTION III

Information in this section is required for initial acknowledgment of the referral.

SECTION IV

Information in this section is required for family preservation services to pregnant women using substances. This section is completed when the woman gives birth. Indicate if drug toxicology testing was completed or not. If completed, indicate the date and the results. If the mother tests negative at delivery, indicate negative for the infant.

SECTION V

Check appropriate boxes to provide information to DCF about a child who is released from the custody of the Secretary, when the intensive phase has ended, FP services ended due to OOH placement, at the conclusion of the 12 month after care responsibility or when court venue has changed for a child in the custody of the Secretary.

