



Bear Paw Kids Management Authority (KMA) Referral Protocols



Revised 2/28/07

Referrals can be made by any organization working with youth or families or by a family in need of services.

Agency Referral

- Prior to making a referral, the referent will contact the parent(s)/guardian(s) to explain what a KMA Individual Care Coordination Team (ICCT) is and how it might benefit them and their child.
- As part of gaining permission for the referral, the referent will obtain a signed Initial Release of Information from the parent(s)/guardian(s).
 - Whenever possible, the (ICCT) should include both parents.
 - In cases where parents share custody, both parents should be contacted and asked for permission to refer the child. If one parent refuses to participate, the ICCT can continue with the consent of one parent.
 - If parents are not sharing custody, legal paperwork must be obtained stating which parent has legal rights to make decisions regarding the child and has full custody.
- Referral forms can be obtained from the KMA office at 302 4th Ave, Havre, 265-5481 x 266 or through the website at www.hillcountyhealth.com/KMA.
- Completed referral forms will be mailed or hand delivered to:
Andi Everingham, KMA Project Coordinator
302 4th Ave
Havre, MT 59501
- Children and families will be served on a priority basis determined by the referral team (see Referral Team Protocols).
- If the child/family is determined to be in need of an ICCT, the KMA staff (Project Coordinator, Parent Coordinator, and Youth Coordinator) will contact individuals and/or service providers with knowledge of the child to schedule the ICCT meeting.
- Families are encouraged to invite friends, extended family members, spiritual mentors, tribal leaders, and any other individuals that may have a significant impact on the youth and family.
- All service providers and individuals participating in the ICCT must be listed on the ICCT Member Release of Information Form and signed by the parent(s)/guardian(s).
- If a child/family is determined not to be eligible for an ICCT meeting, the Parent Coordinator will facilitate appropriate referrals for the child/family.

Parent/Guardian referral or self referral

- If a parent/guardian or youth contacts the KMA and is interested in Care coordination services, the Parent Coordinator will first meet with the family to discuss the need.
- The Parent Coordinator will ask the parent(s)/guardian(s) to sign a release of information in order to obtain appropriate documentation of diagnosis, placement, agency involvement, and behavioral issues that can be forwarded to the referral team.
- Referral protocol will continue as stated above (beginning with “Children and Families will be served on a priority basis determined by the referral teams).