



Process for Completing CPS Referral Form

Please review the following steps to complete a CPS referral.

1. The consumer's name and phone number need to be listed, as well as the name and phone number of the referring source.
2. The referral source identifies the SMI diagnosis.
3. The referral source identifies the level of functional impairment.
4. The referral source documents any co-occurring issues.
5. The referral source provides a brief description of the reason for the referral.
6. The referral is reviewed, recommended, signed and dated by a physician or acceptable Licensed Professional of the Healing Arts:
 - Licensed professional counselor
 - Certified Registered Nurse Practitioner
 - Licensed Clinical Social Worker
 - Licensed Marriage and Family Therapist
 - Psychologist
 - Physician's Assistant
7. The signature of the physician or Licensed Professional of the Healing Arts verifies the qualifying diagnosis, the functional impairment, and recommends the service.
8. The referral is given to the Team Leader for review and assignment to a CPS.
9. If there are any required items missing on the referral form, the Team Leader will contact the referral source for completion (i.e. qualifying diagnosis, functional impairment, signature, or date).