

## **JJAB Referral Process for LAPS Staff**

*The Resource Advocate program provides wrap around case management and assistance to school age children and their families. The Resource Advocates are available to help families connect to services and resources, find the support they need, and overcome any barriers to seeking or receiving services within the community.*

### **What can be referred to the JJAB Resource Advocate Program?**

- Families with school-aged children that are in need of community support through agencies, programs, classes, support groups, and/or faith-based services
- Families with school-aged children that are in need of community support for basic needs such as food, housing, and /or clothing
- School-aged student in need of private mental health services
- School-aged student(s) in need of home behavior services
- Student in need of medical services – eyeglasses, hearing aides, etc.
- Connection with community agencies for post-school adult services such as DD waiver or Supplemental Security Income (SSI), Medicaid and insurance resource advocacy
- Facilitation of communication among families, schools, community agencies, service providers including transition plans

### **Who can make a referral from LAPS to JJAB Resource Advocates?**

*Staff who initiate a referral need to notify the school administrator and counseling team.*

- Administrators
- School Counselors
- Teachers
- Nurses
- Related Service Providers (clinical counselors, OT, PT, SLP)
- IEP and SAT Teams
- Self-referral by students age 18 and over or emancipated students

### **How can I to make a LAPS-JJAB Referral? \***

Direct Referral	Indirect Referral
<ol style="list-style-type: none"> <li>1. Staff identifies a student/family that meets the referral criteria.</li> <li>2. Notify the school administrator and school counseling team.                             <ul style="list-style-type: none"> <li>• Access and complete the JJAB Resource Advocate Program Referral Form.</li> <li>• Meet with the family to complete the referral process.</li> </ul> </li> <li>3. Forward the referral packet to the JJAB Resource Advocate Program via email: <a href="mailto:lajjabreferral@gmail.com">lajjabreferral@gmail.com</a></li> <li>4. After the JJAB Resource Advocate intake is complete, the following information may be requested as needed: grades, attendance, assessments, and SAT/504/IEP information and other applicable referral documentation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff identifies a student/family that meets the referral criteria.</li> <li>2. If parent does not wish to have the school make a referral, staff can provide parents with the JJAB flyer that includes contact information, and the parent can request an intake with the JJAB Advocate directly. <a href="http://losalamosjjab.com/family-youth-resource-advocate/">http://losalamosjjab.com/family-youth-resource-advocate/</a></li> <li>3. If after initial intake, the parent would like the JJAB advocate to be involved at school, the advocate can obtain a confidential release and provide it to the school prior to initial consultation with school personnel.</li> </ol>

***\* In acute or crisis situations, (with parent/guardian permission), it may be appropriate to call a Resource Advocate directly. Whenever possible, s/he will respond to help a family right away.***