

# REQUEST FOR SERVICES

**Referral Status:**     Urgent 2-hr response     Emergent 24-48 hr response     Routine 7 day response

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender:  Male  Female Ethnic Group: \_\_\_\_\_

Primary Language:  English  Spanish  Creole  Other: \_\_\_\_\_

School Attendance:  Yes  No School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Status:  Passing  Failing  Truant  Drop Out  Suspended  Other: \_\_\_\_\_

Parent/ Legal Guardian: \_\_\_\_\_  
*(attach proof of legal guardianship)* (Last Name, First Name)

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Insurance Information:** Name of Insured: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Insurance ID #: \_\_\_\_\_

**Services Requested:**     Detox  Res 1  Intensive Outpatient Therapy     Psychosocial Rehabilitation  
    Psychiatric Evaluation     Case Management     Outpatient Therapy  
    Personal Supports     Companion Services

Are requested services mandated by court?  Yes  No    If yes, Case Number: \_\_\_\_\_

Probation Officer: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Presenting Problems: \_\_\_\_\_

**Person Making Referral/Agency:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_    **FAX:** (\_\_\_\_) \_\_\_\_\_

**Recipient/Parent/Guardian Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*My signature verifies consent to gather information for a referral for services from DCOA.*

<p><b>For Office Use Only:</b></p> <p><input type="checkbox"/> Insurance/HMO/PPO: _____</p> <p><input type="checkbox"/> Insurance Verification Date: _____ Verifier Initials: _____</p> <p><input type="checkbox"/> Referral transferred to Case Manager: _____</p>	<p><b>MR#:</b> _____</p>
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