

- I. Referring Party may access and download a Youth Intervention Network Referral Form (YIN-001) from Emerald Consulting Website by clicking on the Youth Intervention Network tab, then selecting “Referral Form”
- II. The referral form must be completed, mailed to The Youth Intervention Network, C/o Emerald Consulting, 4464 Lone Tree Way #603, Antioch, CA 94531 and postmarked by Monday, December 15, 2008, to be considered.
- III. As referrals are received they will be screened, processed and one of the following actions will be taken:
 - a) Family will either receive form number YIN-003 titled “Receipt of Referral – Moving Forward”, with a copy to the referring party, or :
 - b) Family will receive form number YIN-004 titled “Receipt of Referral Returned” with a copy to the referring party*

*For families receiving the form YIN-004 there will be a grace period allowed to resubmit with corrections, additions, etc. The family will be allowed 7 calendar days from the date form is returned by YIN. Forms not returned by 7th calendar day (postmarks will guide tracking), will be disqualified.
- IV. All families receiving form YIN-003 will be required to attend one of two Youth Intervention Network Orientations. The orientations are mandatory and failure to attend one of the two dates will disqualify a family from the process. Orientation dates will be Thursday, January 15, 2009, at 7:30 p.m., and Saturday, January 17, 2009, at 10:00 a.m. Both locations will be announced but will be easily accessible and at a location that is agency neutral. Orientations will be no more than one and a half hours in length.
- V. Accepted families will receive form YIN-013 titled “Acceptance Letter.” This letter will require an affirmative response to our offer of services postmarked by Friday, March 27, 2009. The acceptance letter will contain a date for the family to meet with the induction team. The induction team will be made up of the initial meditation team and the family advocates. These meetings will be held on Saturday, April 18, 2009, and Saturday, April 25, 2009. Families must be prepared to spend approximately 4 hours with us on that day. The session will include stage one meditative dialogue and an introduction to the family advocates.
- VI. Family advocates will schedule stage II meditative dialogues for all families by Friday, May 9, 2009.
- VII. Family advocates will schedule a service agreement signing.

