

Referral Process Opens Thursday, October 1, 2009

- I. Referring Party may access and download a Youth Intervention Network Referral Form (YIN-001) from [www.UrAtWork.com](http://www.UrAtWork.com) website by clicking on the Youth Intervention Network (YIN) tab, then selecting “Referral Form”
- II. The referral form must be completed, mailed and postmarked by Monday, November 16, 2009, 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 receive form number YIN-003 titled “Receipt of Referral – Moving Forward”, with a copy to the referring party.
  - 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 7<sup>th</sup> calendar day (postmarks will guide tracking), will be disqualified.
- IV. All families receiving form YIN-003 will be **required** to attend **one** of the two Youth Intervention Network Scheduled Orientation meetings. The orientations are mandatory and failure to attend **one** of the two dates will disqualify a family from the process. Orientation Meeting will be held at St. John’s Lutheran Church, 1360 East Tregallas Road, Antioch, CA 94509. Meeting dates and times: **Wednesday, December 2, 2009, at 7:30 p.m., or Saturday, December 5, 2009, at 10:00 a.m.** Orientations will be no more than one and a half hours in length.
- V. Form YIN-005 titled “Consent to Release Information” must be completed at the end of the orientation session. Any family who opts out of signing the consent will be disqualified from the process.
  - a) Each family will sign five copies of the consent form (YIN-005). This will allow each agency to have a copy of the release form on file with an original signature.
  - b) A request packet containing consent forms (YIN-005) for each family involved in the referral process will be sent to each of the four agencies listed no later than Monday, November 18, 2009: Antioch Unified School District, Sutter Delta Medical Center, Antioch Police Department and the Contra Costa County Department of Children and Family Services. Each agency request is subject to certain limitations and specifications. (See form YIN-005 for explanations of the specifications and limitations).

- c) All requested documents and information must be returned to YIN and postmarked no later than **December 16, 2009**. Each agency will determine who the responsible party is and relay that information to Dineen Burdick, Project Director, The Youth Intervention Network, (925) 864-0808 [www.dineen@emeraldconsulting.com](mailto:www.dineen@emeraldconsulting.com)
- VI. YIN will assemble packets for distribution to review panel members.
- VII. Members will have two (4) weeks to review, score and record recommendations for acceptance into the YIN. Those recommendations will be made orally with justifications before the panel and YIN Co-Chairs on January 21, 2010 at 6:30 p.m., at the Antioch Police Department.
- VIII. First round of form number YIN-014 titled “Rejection Letter” will be mailed on February 2, 2010.
- IX. YIN Co-Chairs, Iris Archuleta and James Hyde and Project Director, Dineen Burdick will make the final review of recommendations to accept and make any necessary cuts based on resource availability. Please remember that the purpose for selecting families during the annual referral process is to provide agencies an opportunity to create cross-agency collaborative processes and final tuning the YIN methodology. This final screening will occur on January 28, 2010, and final acceptance and any additional rejection letters will be mailed by February 2, 2010. At this meeting the mediation and family advocate teams will also be selected and confidentiality agreements will be mailed to perspective mediators and family advocates. (These documents must be signed and returned to YIN by February 20, 2010).
- X. Accepted families will receive form YIN-013 titled “Acceptance Letter.” This letter will require an affirmative response to our offer of services postmarked by February 15, 2010. The acceptance letter will contain a date for the family to meet with the induction team. These meetings will be held on Saturday, February 27, 2010, and Saturday, March 6, 2010.
- XI. Each Meditative Team will schedule Stage I meditative dialogues for their assigned YIN families by March 31, 2010.
- XII. Family advocates and mediators for each family will meet (by conference call, or in person), to discuss and finalize a service plan based on the results of the meditative dialogue, recommendations from Iris, Dineen, Lesia, and Chief Hyde during their final review, and recommendations from the review panel.
- XIII. Family advocates will schedule a service agreement signing at Antioch Police Department with inductive team and any available board members; take over scheduling, monitoring and reporting on form number YIN-019.