



## Administrative Review – Individual Family Referral Checklist

### Steps to complete and submit a request for review:

- Complete the Service Coordination Review Referral Form.
- Attach the individual Family Service Coordination Plan developed by the family team.
- Attach the results of the strengths, needs and cultural discovery assessment completed for this family.
- Attach the crisis/safety plan for this family.
- Attach a release of information signed by the family to share personal information with the OFCF State Service Coordination Committee and Cabinet Council.
- Attach the signed council authorization to request the administrative review.
- Attach rules of probation or parole, if applicable.
- Mail or email referral packet to your OFCF Regional Coordinator.

Scanned signed documents may be emailed for electronic submission. If you have a question regarding this process, please contact your regional coordinator. If you do not know who your regional coordinator is, please refer to the regional map included in this packet. You will receive a response from the Committee within 45 days of the Committee's receipt of your request.

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