



BHS PROVIDER UPDATES

2019-3

Updated Pathways to Well-Being Procedure for Child and Family Team Meeting Referral Form

As of July 1, 2019, providers are required to keep a copy of the Child and Family Team (CFT) Meeting Referral Form in the hybrid chart and evidence that it was submitted (i.e. Fax transmission confirmation page)

Providers complete and submit the CFT Meeting referral form to the CFT Meeting Facilitation Program whenever there is a need for a CFT Meeting.

If a provider attends a CFT Meeting in which the referral form was completed by CWS or Probation, the CFT Meeting Facilitation Program will send a copy of the referral form to the provider either before or following the CFT meeting to be maintained in the hybrid chart. If a copy of the referral form was not received from the CFT Meeting Facilitation Program, the provider must document that it was not received in either of the following ways:

- Documentation may include a “Never-Billable note” in CCBH stating “CWS/Probation initiated referral, copy of form not received”

OR

- Providers may file a blank referral form in the hybrid chart, with comment on the form stating “CWS/Probation initiated referral, copy of form not received”

As a reminder, as of January 1, 2019, all mental health treatment programs are required to utilize the CFT Meeting Facilitation Program for clients in need of a Child and Family Team (CFT) meeting. *

The referral form can found at the Fred Finch CFT Meeting Facilitation Program website at:
<https://www.fredfinch.org/child-family-meeting-facilitation>

Detailed instructions for completing the referral form can be found on the Pathways to Well-Being webpage at: <https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/workforce/pathways.html>

If you have questions about completing the referral form or accessing the CFT Meeting Facilitation Program, please contact your BHS PWB Liaison or the BHS PWB Program Manager Amanda (Mandy) Kaufman at: Amanda.Kaufman@sdcounty.ca.gov

*Programs with a prior COR approved exception will continue to facilitate CFT Meetings