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**Sent:** Friday, September 15, 2023 11:22 PM  
**To:** DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV <DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV>  
**Subject:** CRF Universal Referral Form for Residential Services

This file is being sent to children's residential facilities from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

This message is being sent to CRF providers at the request of the Governor's Safe and Sound Task Force. Through an ad hoc task force work group, local agencies (DSS, CSA), CRF providers, PRTF providers (DBHDS licensed), and state agency partners (DBHDS, VDSS, DMAS) worked together to develop a universal referral form to support localities, providers, and the youth they serve.

The purpose of the universal referral form is to help alleviate some of the time associated with the initial referral/inquiry process between localities and providers (CRF and PRTF) and better match kids with certain placements. Providers will begin to receive this form sent by public referral partners in an effort to give providers enough information to move forward with the referral process for admission or potential admission, or to identify if it is not an appropriate admission (i.e. "deny") and give appropriate recommendations. The form includes most standard demographics necessary for the provider to determine if the young person is a viable referral for their specific environment at that time.

Please keep in mind that this is a pilot project, and you may not see the new referral coming from all localities as use of this form is **\*not\*** required.

[The form](#) is now available for use. Download the Referral for clickable boxes. You can find the form along with common questions [here](#).

For questions about the Safe and Sound Task Force, reach out to the Special Advisor to the Safe and Sound Task Force, Mira Signer at [mira.signer@governor.virginia.gov](mailto:mira.signer@governor.virginia.gov)

For other questions you may reach out to the CRF Provider Representatives on the work group:

Mike Triggs (Poplar Springs Hospital, Group CEO, Managing Director)  
Provider Representative on the work group; President of VCOPPA, First VP of VAISEF  
[Michael.triggs@uhsinc.com](mailto:Michael.triggs@uhsinc.com); Office (804) 733-6874 Ext 3313

Chris Campbell (Virginia Home for Boys and Girls, Director of Advocacy and Program Advancement)  
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