

Documentation required for referral to LCC

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Document	Comments
LCC and SCC Referral Form	
OPTIONAL: 10-day waivers from parents/guardians and attorneys <u>OR</u> letter of assurance from Lead Agency that waivers are on file, signed by appropriate persons, and are current	
Legal guardianship court order	LCC to review and document in minutes
Rejection letters/forms from in-state facilities	LCC to review and document in minutes
Letter of acceptance from OOS facility	LCC to review and document in minutes
Current court order or letter of assurance from lead agency regarding court order	LCC to review and document in minutes
Current IEP	LCC to review and document in minutes
<p>Clinical recommendations,** including:</p> <ul style="list-style-type: none"> • DSM- IV TR diagnosis • Recommendation for the proposed OOS type of facility/level of care or recommendations for services needed • by a psychologist or psychiatrist, or update from a licensed masters' level clinician <p><i>**Note: Not required for MSDE/LSS cases in which the placement is required by the IEP</i></p>	<p>LCC to review and document in minutes</p> <ul style="list-style-type: none"> • Timeline requirements: <ul style="list-style-type: none"> ▪ Clinical recommendations must be within 6 months of LCC review <u>OR</u> ▪ Clinical recommendations must be within 1 year of LCC review AND accompanied by a written progress report from the case manager <p><i>Note: Timeline requirement is waived for youth going to an MA-funded RTC (if MA is funding that youth's placement)</i></p>