

Steps to make a referral to Queen Anne's County Local Coordinating Council:

*Any child that has been recommended for a Residential Treatment Center (RTC) level of care **MUST** be referred to the Local Coordinating Council prior to the child's placement or no later than 30 days after placement has occurred.*

Referrals are made to the LCC to obtain advisory assistance, technical assistance regarding the availability and funding of appropriate alternative community-based resources and give final approval to move forward for RTC. The LCC also monitors the situation and implementation of the Plan of Care, assures progress is made in treatment and that the child is not lingering in RTC and makes recommendations on an on-going basis. The LCC monitors each child at least annually but, the LCC may recommend the case be reviewed more often.

Once it has been determined a child needs to be referred to the LCC, please follow these steps:

1. Put the child on the agenda.

Call the LMB of Queen Anne's County at (410)758-6677 and request the child be placed on the next available LCC agenda at least 15 days before the LCC is scheduled to meet (Note LCC meetings are held the 1st Thursday of each month). An emergency meeting may be called at anytime.

2. Prepare the LCC packet.

Type the following form for submission via email or fax: ***The form must be completely filled out or it will not be considered a valid referral.***

The LCC/SCC Referral Form (this includes a list of people to invite to the LCC meeting such as; parents, attorneys, therapists etc.)

Submit this form via email (qalmb@qac.org) or fax (410)758-6904 to the LMB.

3. Prepare the Supplemental Packet.

The Supplemental Packet must accompany the Referral Form to be a complete referral.

The following will be part of the "LCC Supplemental Packet"

- (1) The Parent or Guardian "Consent for Interagency Release of Information/Records" form, (**NOTE:** a case **CANNOT** be discussed at the LCC without a current release of information form signed by the parent/guardian or the custodial agency;
- (2) Most **recent/current** "treatment Summaries", recent IEP, up to date Psychiatric/Psychological Evaluations or Summaries;
- (3) Hospital discharge reports;
- (4) Court Orders;
- (5) And any rejection letters if applications have already been filed to RTCs and the child has been denied admission.

Please submit **current** information, unless this is an initial request for RTC and the history is irrelevant.

4. Deliver Packets.

ENTIRE PACKETS MUST BE SUBMITTED TO THE LMB 10 DAYS IN ADVANCE OF THE SCHEDULED LCC MEETING IN ORDER FOR THAT CHILD TO REMAIN ON THE LCC AGENDA.

5. All LCC meetings occur at:

320 Pennsylvania Ave.
Centreville, MD 216117
Phone: (410) 758-6677
Fax: (410) 758-6904
Email: qalmb@qac.org