

Mental Health Referral Checklist

- ★ MH-2 ROI signed by legal guardian (DHS caseworker)
- ★ ASQ-SE (ensure that it is accurate/not more than 6 months old)
- ★ Behavior Checklists (parent and teacher)
- ★ Fax Cover Sheet
- ★ Send yellow copy of MH-2 ROI, copy of Behavior Checklists and Fax Cover Sheet to Jodi Droesch at the Main Office.
- ★ **Highly recommend to your families to call Kairos or Options** directly themselves, as the agency may take up to 3 weeks to call.
- ★ **Data enter in SHINE** MH referral has been faxed to Kairos or Options.

Revised 10/18