

Steps for Making a Referral to the YMCA

SCHOOL RESPONSIBILITY

1. School Personnel identify the student needing counseling services.
2. School personnel contacts parents to review CYMCA counseling services and obtains consent from the parents to make the referral.
3. School Personnel inquires if family has Medicaid, Horizon or AETNA Insurance Benefits and obtains the policy # for the referral form. **(Medicaid, Horizon & AETNA ONLY)**
4. School Personnel completes the referral form including the Medicaid, Horizon or AETNA Policy #.
5. School Personnel obtains a copy of the insurance card.
6. School Personnel and parent sign the referral form.
7. School Personnel faxes the referral, copy of insurance card and survey to 732-566-0433.

YMCA RESPONSIBILITY

1. YMCA Administrative staff enters the referral information into our intake system and verifies Medicaid/Insurance benefits.
2. Program Manager reviews the referral in the intake system and assigns the referral to a clinician.
3. The assigned clinician contacts the family of the student to schedule the initial appointment. The clinician will also contact the referring personnel to inform about the initial appointment.
4. During the initial appointment with the clinician will obtain releases of information for communicating with the school, and authorization for counseling services.
5. Counseling services will commence with the student following the initial appointment, and the clinician will collaborate with the referring personnel to set up the counseling schedule for the student.

The referral process takes approximately 7 days from YMCA's receipt of the referral.

All referral and program questions can be directed to:

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