

Green Apple Counseling

1500 10th Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

POLICY: REFERRING CLIENTS TO PROVIDERS/SERVICES THAT GREEN APPLE DOES NOT PROVIDE.

PURPOSE: To provide guidance for the referrals of services for clients who need different services that Green Apple does not provide.

Procedure:

- Once it is determined that a client or potential client requires services the Green Apple Counseling cannot or does not offer:
 - Facility Staff involved in case will coordinate with clinical supervisor or peers of equal or higher educational and/or licensing level.
- Once it is determined that alternative services are needed that are not offered at Green Apple, staff will work with client or potential client to coordinate with outside providers that offer the required services for this individual.
- Referral to alternative treatment centers with availability to needed services will be made whenever possible.
 - Using the Referral Form, information will be sent to the other provider via faxed, mailed, or given to client
- Referral back to referring agency will be made if applicable and in the best interest of the client.
- If it is determined that a referral to an outside agency is in the best interest of the individual, a record of this account may be kept for evaluation of facility needs and potential process improvement coordination.