



Referral Process Outline

1. Once a student is determined by the home school that an out of school placement is needed, the home school will contact Union Day Therapeutic School to discuss.
2. A referral sheet will be completed by the home school and e-mailed back to Union Day Therapeutic School along with all incident reports and discipline referrals from all prior settings.
3. A referral meeting will be scheduled with the home school and student's guardian(s). A member of the education staff and clinical staff will attend the referral meeting to obtain basic information regarding academic and social functioning.
 - a. During the meeting, the team will review the student's IEP, ETR, FBA, BIP, and transcript with most recent testing scores (if applicable). ** Note, an IEP is required to attend Union Day Therapeutic School.
 - b. Union Day staff will receive a copy of each of the documents at the referral meeting or emailed to Union Day staff the day of the referral meeting.
4. Based on the review of documents and the meeting discussions, the team will determine whether or not the student will proceed to next step.
 - a. Phase 1 – Intake and Assessment. A therapist at Union Day School will contact the parent/guardian to schedule a meeting to complete intake paperwork and Diagnostic Assessment. Upon completing the assessment, the therapist will meet with the Administrative Team to determine if Union Day School is the least restrictive environment and supports student's access to FAPE.
 - b. Phase 2 – ISP Development and IEP Change of Placement. If it is determined that Union Day School is the least restrictive environment, the therapist will follow up with the guardian to set up an appointment to develop treatment goals for the ISP. In conjunction with that, the Special Education Coordinator will contact the school district to set up a meeting to complete a Change of Placement for the IEP.
 - i. If the team determines that Union Day School is an appropriate placement for the student, a follow up meeting may be scheduled with the school district to discuss concerns and alternative placement options.
 - ii. Acceptance may be affected by disability or mental health diagnosis. It is important to consider, Union Day Therapeutic School may not be an appropriate placement for students who qualify under the following classifications:
 1. **Below average IQ**
 2. **Significant and severe behavioral struggles that place other students at risk of harm (i.e. Conduct D/O diagnosis)**
 - iii. If it is determined that the student is unable to attend Union Day School, outpatient behavioral health services may be provided through Talbert House Outpatient services.
5. Transportation can begin upon completion of the Phase 2.

Please contact either Michael Geselbracht (geselbrachtm@bcesc.org) or Nichol Boberg (Nichol.Boberg@talberthouse.org) at Union Day Therapeutic School (513-785-6900) if you have any further questions.