

Referral Procedure

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. Two Options for Referrals to happen:
 - a. Principal speaks to district and they send documents over for review by our Special Ed Coordinator & Clinical Supervisor. Based on that review the student can proceed to the intake or not be a fit for our school.
 - b. 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.
 - i. 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.
 - ii. 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 within 48 hours of receiving the referral to schedule a meeting to complete intake paperwork and Diagnostic Assessment. The Intake/Assessment appointment will take approximately 2-2.5 hours. Assessment will be completed and sent to supervisor for review within 72 hours of the Assessment appointment. 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 within 48 hours of determination 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 or the home district may complete change of placement paperwork and send it to Union Day to complete a Change of Placement for the IEP.
 - i. If the team determines that Union Day School is not 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. Upon completion of the Phase 2 the following will occur:
- a. A change of placement from the home school district will be completed prior to the student being able to start.
 - b. Union Day Therapeutic School will make a recommendation regarding full or half days at UDTS.
 - c. Students that are accepted will be put on either a 30 or 45-day review to determine if UDTS is the least restrictive environment for this student.
 - d. Transportation will be set up by the home school district.
 - e. A letter of acceptance will be sent to both the school district and parents/guardian informing them of our decision.
 - f. School hours are from 7:25am to 1:55pm

If you have any further questions please contact one of the following by email or phone:

Principal - Michael Geselbracht (geselbrachtm@bcesc.org)
Special Ed Coordinator – Deanna Carson (carsond@bcesc.org)
Clinical Supervisor - Lucas Brewer (Lucas.Brewer@talberthouse.org)

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