



How to make a referral

1. DHHS Juvenile Justice Referrals:

Recommendations for placement in the Highfields Phoenix Program can be directed to the Juvenile Justice Assignment Unit (JJAU) through MISACWIS. Any questions regarding referrals can be referred to Kimberly Runge at the Assignment Unit, at rungek@michigan.gov.

2. Court Referrals

All referral information can be faxed to (517) 628-3421, emailed to jduffy@highfields.org or mailed to the attention of Julie Duffey, Residential Coordinator:

Highfields, Inc.
5123 Old Plank Rd.
Onondaga, MI 49264

The following information should be included in your referral packets:

Phoenix Program

Social history or report of pressing issues
Family and Worker contact information
Previous psychiatric evaluations from any Doctor prescribing medications
Psychological evaluations
Available school information
Treatment Plans & Progress Notes from any past placements
Past court reports

Stabilization Program

Social history or report of pressing issues
Family and Worker contact information
Previous psychiatric evaluations from any Doctor prescribing medications
Psychological evaluations
Available school information

The following information must be obtained prior to intake:

Phoenix Program

Service Agreement
Current physical and TB results (within the past 12 months)
Immunization record
Copy of birth certificate
Social Security Number
Medicaid Number

Stabilization Program

Service Agreement
Current Physical or Medical Consent Form

**For additional information contact
Julie Duffey at (517) 628-2287 ext. 320**