



How To Make A Referral

1. MDHHS Juvenile Justice Referrals

Recommendations for placement in Highfields Residential Program can be directed to the Juvenile Justice Assignment Unit (JJAU) through MISACWIS.

2. Court Referrals

All referral information can be sent to Julie Duffey, Residential Coordinator. Fax to (517) 628-3421, or email jduffey@highfields.org, or mailed to her attention at: Highfields, Inc., 5123 Old Plank Rd, Onondaga, MI 49264

The following information should be included in your referral packets:

- 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 and progress notes
- Past court/police reports
- Completed Highfields Referral Registration Form
- Incident reports from Detention/Schools

The following information must be obtained prior to intake:

- Service agreement
- Current physical and TB results from the past 12 months
- Medical consent form
- Immunization record
- Copy of birth certificate
- Social Security Number
- Medicaid Number

For additional information, contact Julie Duffey at (517) 628-2287 x320