



# 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](mailto: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**