

Memorandum

CD25-28

ISSUED DATE: November 10, 2025**TO:** ☒ Children's Division ☒ Contracted Staff**FROM:** Sara Smith, Children's Division Director**SUBJECT:** Residential Referral Policy; Review and Dissemination of the Independent Assessor Report Updates**RATIONALE:**

This memo is to inform all staff of slight policy adjustments related to CWM 4.2.3 Residential Rehabilitation Services, which are effective immediately. These changes focus on the referral and dissemination of the Independent Assessor evaluation.

A more comprehensive policy revision of CWM 4.2.3 Residential Rehabilitation Services is currently in development and will supersede this memo and policy update. The proposed revisions will be shared with the CD team members for review and feedback while in draft stage. Further information will be provided as it becomes available.

OVERVIEW:

A youth is required to have a Level of Care (LOC) staffing prior to submitting a residential referral to the RCST Coordinator for review and professional clinical assessment by an Independent Assessor. Reasons for referrals for possible residential treatment have been revised to update and clarify referral precursors.

In addition, upon review and dissemination of the Independent Assessor Report, the case manager shall ensure distribution of the Independent Assessor's report to not only the parties of the juvenile proceeding but also to the court, and request the court make a finding on whether children who are placed in a Qualified Residential Treatment Program (QRTP) shall remain in residential treatment.

NECESSARY ACTIONS:

1. Review the revised Residential Referral Process and Dissemination of the Independent Assessment with all Children's Division and contracted staff.
2. All questions should be cleared through normal supervisory channels and directed to:

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NEW/ REVISED CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

Section 4, Chapter 2 (Placements), Subsection 3 – Residential Rehabilitative Services

4.2.3.1 Residential Referral Process

Review and Dissemination of the Independent Assessor Report