

**Instructions for Completing the Referral Form for  
Children's Coordinated Services Initiative (CCSI)  
Clinton County, NY**

The Children's Coordinated Services Initiative (CCSI) is a process that delivers coordination services to families and youth who are at risk of out of home placement or returning to the community from placement. The focus of CCSI is to build upon the strengths of the family and child to develop an individualized plan for the youth. CCSI promotes a partnership between the parents and service providers to maintain the child in the community.

**WHEN TO MAKE A CCSI REFERRAL:** A referral should be made to assess eligibility if the child is under the age of 18, has an emotional and/or behavioral disability, is involved in more than two systems (including, but not limited to, legal, DSS, and Mental Health) and is at risk of out of home placement or returning to the community from placement. Furthermore, you feel that the youth could benefit from an individualized, strength-based coordination of services.

**HOW TO MAKE A CCSI REFERRAL:** It is recommended that the referral source explain to the family before the referral is made that CCSI is not another program, but a service to assist the family in coordinating services that will maximize the benefit of what is received currently. After the family has been consulted and agrees to participate in CCSI, the referral source then needs to have the release of information signed by the parent/guardian. Please note: If the child is involved in or has received prior substance abuse services, the parent/guardian also needs to sign page 2 of the release of information. The referral source completes the referral form and returns it to the CCSI Coordinator. Upon receipt of the referral, the CCSI coordinator will determine eligibility and contact the referral source. If the youth is approved for CCSI services, the family will be contacted by the CCSI Coordinator and a meeting with the family will be scheduled. Also, the Families Involved Together Program and Single Point of Accessibility (SPOA) committee will be notified. If the youth is not approved for CCSI services, the referral source will be contacted and the FIT Program will be notified, if appropriate.

Send the completed referral to: Amy Weir, CCSI Coordinator  
Clinton County Mental Health Clinic & Addiction Services  
130 Arizona Ave., Suite 1500  
Plattsburgh, NY 12903

To expedite the referral, FAX to: CCSI Coordinator  
518-566-0168

CCSI works collaboratively with the Families Involved Together (FIT) Program operated by Behavioral Health Services North. The FIT Program is designed to assist parents with teaching, setting goals and supporting their child with psychiatric and emotional needs. The FIT program provides parents with the opportunity to continuous one-on-one support and guidance by a Family Advocate as well as advocacy services to help with interactions at school, social services, medical appointments and other services. The FIT Program is a creative and innovative sharing of resources to provide services to children and their families.

**Questions?** Call the CCSI coordinator at 518-565-4004 or

E-mail: amy.weir@clintoncountygov.com