

To: Eastern and Southern Referring POs and CAP Counselors

Important Announcements & Reminders - Please Read!

Quality Assurance and Quality Improvement

AMIkids and EBA have been working alongside DJJ to develop an extensive QA/QI Plan. This plan will outline responsibilities of all parties to ensure (1) Safety of Youth (2) Quality of Services (3) Compliance of Agencies (4) Enhancement of DJJ Transformation. Please stay tuned for more updates! Our goal is to roll this out July 1, 2019.

Referral Packets Must Be Sent to Correct Email Inbox & Use Updated DJJ Approved Referral Form

To best track referrals & expedite processing please ensure referrals are completed using the most recent approved RSC Referral form (approved on 1-2019). This approved referral format can be found on www.amikidsvirginia.org. Referrals must be sent to correct email, not individualized emails. Correct email when submitting referrals: VAServices-referrals@amikids.org (which is indicated on approved referral format)

It is imperative to use this email to ensure the referral is tracked and saved properly. **If you send to individual emails the referral will NOT be accepted.** You will be asked to resend it to the referral inbox. Please note this is part of our QA/QI process to ensure we are capturing all data accurately and timely.

Complete Referral Packet

Referral must be completed in full and all required documents attached in order for referral to be eligible for review. Incomplete referrals or packets will receive an "unable to process" notification and held until all documentation received.

As a reminder, all referrals require a Badge Face Sheet and Release of Information Consent Form, even court-ordered evaluations. Most referrals should include Social History, YASI wheel, YASI behavioral analysis, if applicable. (Required documentation listed on approved referral form)

If requesting an extension you do NOT need to resubmit entire packet, only the new referral form. Youth's Monthly Summaries from Provider will be reviewed before approving.

DOCUMENTS ATTACHED Attach all appropriate information for new referrals.			
<input type="checkbox"/> BADGE Face Sheet	<input type="checkbox"/> Court Order	<input type="checkbox"/> Release Form	<input type="checkbox"/> YASI Wheel
<input type="checkbox"/> CAP Assessment(s)	<input type="checkbox"/> JCC/BSU Reports	<input type="checkbox"/> YASI Behavioral Analysis	<input type="checkbox"/> Other <u>list here</u>
<input type="checkbox"/> Case Plan	<input type="checkbox"/> MHSTP	<input type="checkbox"/> Social History	

Billing Reminders

Please assist us with accurate and timely processing of invoices by submitting Receiving Reports by the deadline as indicated on VDJJ RSC Fiscal Calendar. It is important to note if there is a discrepancy or error please reach out to Christie Beaulieu right away to get clarification or mark it as a discrepancy and note it on the Receiving Report. Please do not hold billing due to any discrepancies. It is the Provider's responsibility to have Monthly Summaries to you by the 5th of the month and indicate dates of service.

AMIkids New Team Member

AMIkids has a new team member that joined us this May! We are excited to welcome Alicia Gnolfo as our Data Entry Specialist. She will be assisting with accurate reporting and data collecting. We are changing some of our internal processes to incorporate this new role. Part of her role is management of all incoming referrals including client data. When a referral is submitted you will receive a confirmation from Alicia (VAServices-DES@amikids.org) to let you know it was received and received in full. If a referral packet is incomplete you will be notified of documents needed in order to have referral reviewed. All other correspondences regarding service matching and case specifics will continue with the assigned regional services manager you have been working with.