

# Steps for Making a Counseling Referral to the YMCA

EMAIL: [OPReferrals@ymcanj.org](mailto:OPReferrals@ymcanj.org)

FAX: 732-566-0433

## SCHOOL RESPONSIBILITY

1. School Personnel identify the student needing counseling services.
2. School personnel contacts parent/guardian to review YMCA counseling services and obtains consent from the parents to make the referral.
3. School Personnel obtains Insurance Carrier and obtains the policy # for the referral form.
  - a. **Accepted Insurances: NJ Family Care/Medicaid, Horizon, AETNA, United Healthcare, UMR, Oxford**
4. School Personnel thoroughly completes the referral form.
5. School Personnel obtains a copy of the insurance card.
6. School Personnel and parent sign the referral form.
7. School Personnel faxes the referral and copy of insurance card to 732-566-0433.

## YMCA RESPONSIBILITY

1. YMCA Administrative staff enters the referral information into our intake system and verifies Medicaid/Insurance benefits.
2. Program Manager reviews the referral in the intake system and assigns the referral to a clinician.
3. The assigned clinician contacts the family of the student to schedule the initial appointment. The clinician will also contact the referring personnel to inform about the initial appointment.
4. During the initial appointment with the clinician will obtain releases of information for communicating with the school, and authorization for counseling services.
5. Counseling services will commence with the student following the initial appointment, and the clinician will collaborate with the referring personnel to set up the counseling schedule for the student.

**Please direct all referral and program questions to:**

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