

Request For Assistance Referral System



REQUEST FOR ASSISTANCE (RFA):

Increase the identification of McKinney-Vento students while bridging services between school and community providers

The PCOE Request for Assistance (RFA) process is a quick, accessible way for school district staff and community/county providers to request support for students and families in accessing county and community resources including housing, social services, educational needs, natural disaster relief, mental health referrals, etc.

REQUEST FOR ASSISTANCE (RFA)

What is the RFA Process?

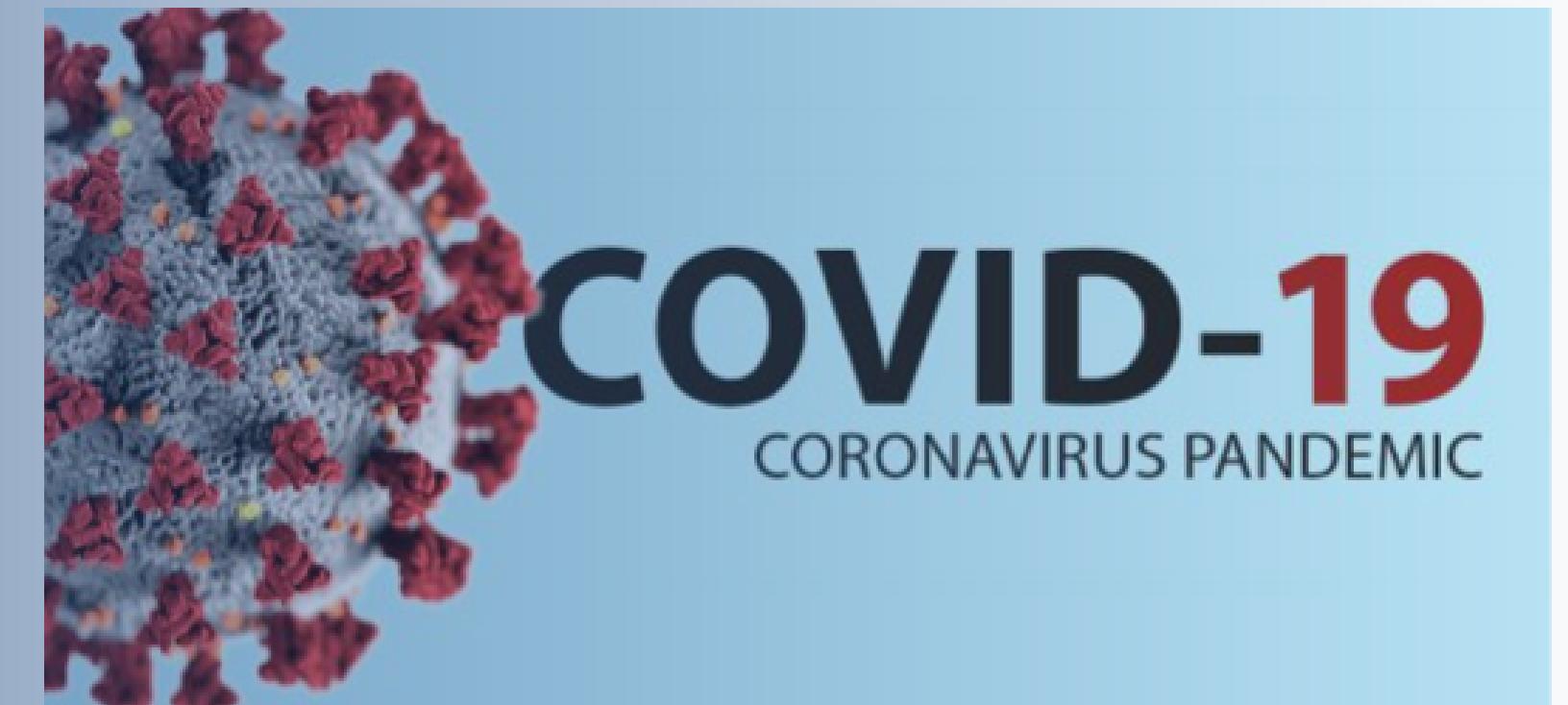
The PCOE Request for Assistance (RFA) process is a quick, accessible way for school district staff to request support in accessing county and community resources for students and families with multiple complex needs.

The RFA is also used by Placer County Children's System of Care and other community partners to quickly connect with school supports for students/families they are serving. Referrals come in through a simple Google form and are screened by a PCOE Prevention Supports and Services manager. Referrals are then assigned to a PCOE case manager who reaches out to the referring party and provides consultation, gathers more info, connects with family, and/or facilitates referrals.

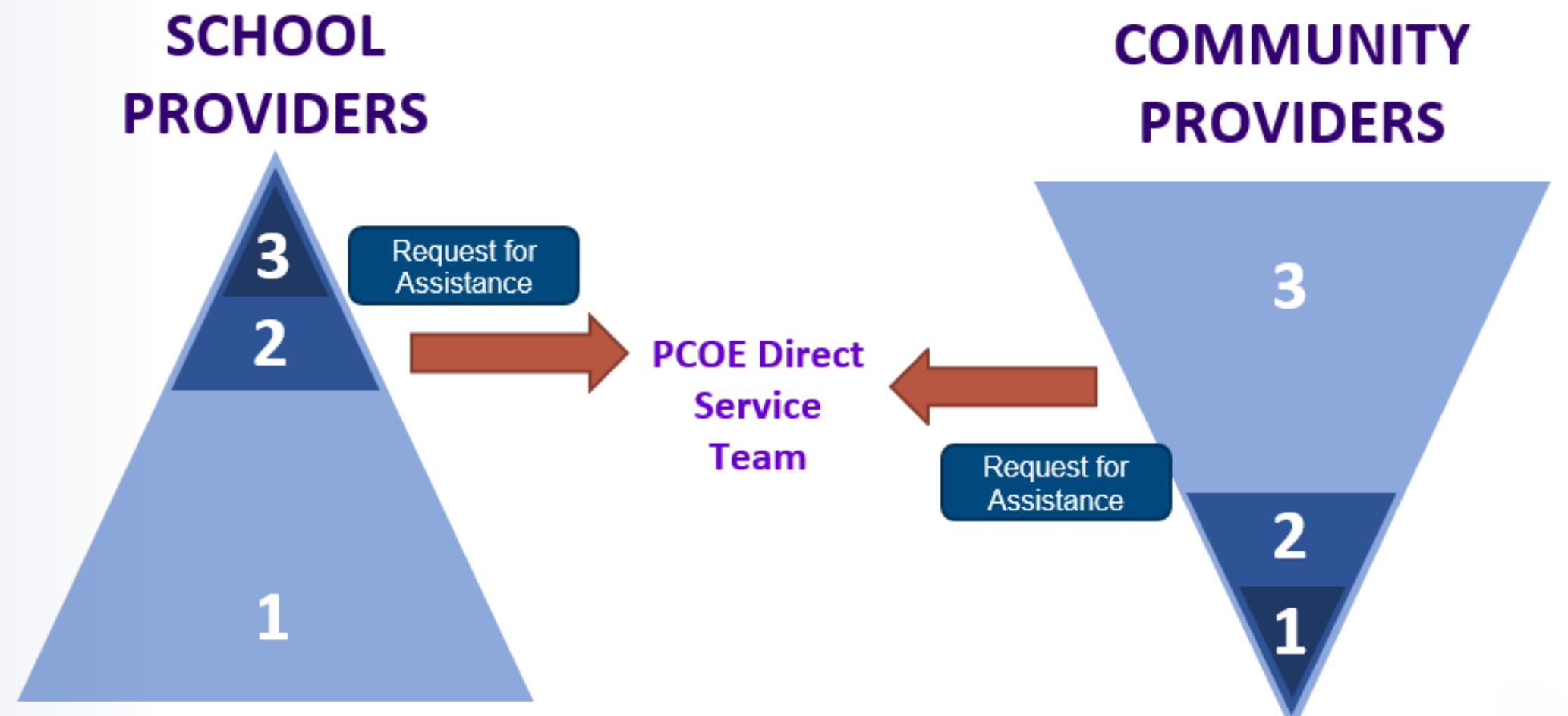


HISTORY OF RFA PROCESS

- PCOE PSS team developed a quick, accessible Google Referral form in response to the pandemic.
- Primary concern was unhoused families/students and their ability to access distance learning, food resources, etc.
- Sent email blast to district foster/homeless liaisons to facilitate referrals.
- Reassigned staff to respond to a variety of referrals from March 2020–June 2020.
- Overall reception was positive and districts asked for RFA to continue.
- Form has been modified three times over the last three years.
- Recently expanded form to be open to county/community partners; now accessible year-round.



REQUEST FOR ASSISTANCE: LEVEL OF NEED



Referrals received from school district staff are typically Tier III needs.

Referrals received from County and community partners are typically Tier I and II needs.



REQUEST FOR ASSISTANCE: FACT SHEET



**Request for Assistance
County-wide Intervention Team**

PCOE
GOLD IN EDUCATION
www.pcoe.org

FACT SHEET

About Request For Assistance

What is the RFA? The PCOE Request for Assistance (RFA) process is a quick, accessible way for school district staff to request support in accessing county and community resources for students and families with multiple complex needs. The RFA is also used by Placer County Children's System of Care and other community partners to quickly connect with school supports for youth/families they are serving. Referrals come in through a simple Google form and are screened by a PCOE Prevention Supports and Services manager. Referrals are then assigned to a PCOE case manager who reaches out to the referring party and provides consultation, gathers more info, connects with the family, and/or facilitates referrals.

What are appropriate referrals to the RFA? School districts and county/community partner agencies are expected to implement initial interventions prior to submitting an RFA. These interventions include referring families to school and community health and mental health services; assisting families in accessing housing services; conducting home visits for truant students; assisting families with navigating county systems; etc.

After initial interventions, PCOE will accept referrals for a student (and their families) who are:

- Experiencing chronic or severe homelessness
- In foster care or on probation and in need of educational advocacy
- At risk of CSEC (Commercial Sexual Exploitation of Children)
- Exhibiting truancy behaviors not responding to school site interventions
- Experiencing unmet mental health needs or barriers to accessing mental health services
- Experiencing multiple, complex needs across systems (home, school, community)
- In need of support with school enrollment, childcare, and school-based services

Note: submitting a referral is not a substitute for filing a suspected child abuse report and/or law enforcement report.

When might the student/family require a higher level of intervention? In some situations, there is a need for a higher level of interventions from additional school, county or community providers. These situations may include:

- PCOE team encounters barriers/ roadblocks (e.g. family does not engage after multiple attempts and initial concerns/behaviors persist)
- Student/Family needs are beyond the PCOE team's capacity or expertise
- PCOE lacks authority to initiate intensive support needs (e.g. specialty mental health services, Special Education services)
- Too many providers are involved, which can impede the coordination of care, and it is unclear which partner should "take the lead"

In response to this need, PCOE has partnered to implement a County-wide Intervention Team (CWIT), based on the model of the Positive Behavior Interventions and Supports (PBIS) Tier II Intervention Team and the Interconnected Systems Framework (ISF) school + community collaboration (www.pbis.org, Barrett, et.al. 2013)



REQUEST FOR ASSISTANCE: FLYER

The flyer is provided to school and community-based staff for quick access to the RFA.

This current referral is *not* for student or family use. This flyer is provided to all Placer County school districts, County Child Welfare, Juvenile Probation, counseling centers, shelters, etc. for use by their staff.



REQUEST FOR ASSISTANCE: GOOGLE FORM

Access the Request for Assistance Google Form [Here](#)



2023-24 PCOE Request for Assistance

This form is intended for school districts, county, and community-based partners to refer students and families to the PCOE Prevention, Supports and Services team. This is NOT a form for families/students to self-refer. Referrals will be considered after site and district interventions have been attempted (e.g. home visits, SSTs, calling 211, mental health referrals). The assigned PCOE case manager will reach out to the referring party first before attempting to reach out to families and/or students to further assess needs and provide coaching/guidance. By submitting this referral you are acknowledging your organizational releases of information (ROI) policy has been followed and are aware in order for PCOE to provide supportive services to the student/family communication will occur between County of Education and Local Education Agencies.



REQUEST FOR ASSISTANCE: PROMPTS

The RFA is a Google Form that covers the following prompts:

- Contact info for referring party, and student/family
- Family/Demographic/School info
- Reason(s) for referral/Primary concern
- Attempted Interventions and referrals
- Community connections
- Details regarding homeless situation



REQUEST FOR ASSISTANCE: APPROPRIATE REFERRALS

What are appropriate referrals to the RFA?

School districts and county/community partner agencies are expected to implement initial interventions prior to submitting an RFA. These interventions may include: referring families to school and community health and mental health services; assisting families in accessing housing services; conducting home visits for truant students; assisting families with navigating county systems, etc.



REQUEST FOR ASSISTANCE: APPROPRIATE REFERRALS

After Initial interventions from referring LEA, PCOE will accept referrals for students (and their families) who are:

- Experiencing chronic or severe homelessness
- In foster care or on probation needing educational advocacy
- At risk of CSEC (Commercial Sexual Exploitation of Children)
- Exhibiting truancy behaviors not responding to school site interventions
- Experiencing unmet mental health needs or barriers to accessing mental health services
- Experiencing multiple, complex needs across systems (home, legal, school, community, lack of specific services)

Note: Submitting a referral is not a substitute for filing a suspected child abuse report and/or law enforcement report.



REQUEST FOR ASSISTANCE: GUIDANCE FOR SCHOOLS

What do we expect LEAs/school staff to do before they make a referral?

It depends on the nature of the referral, but in general, school staff/district should provide some initial:

- School-based Interventions
- Referrals
- Navigation support for the student(s)/family.

Referring party should also seek parent/guardian permission to refer, to the extent possible

***If the student has an IEP and the concerns are related to their Special Education status (e.g. stu not attending school to access IEP services; stu behaviors are escalating), the district should work through the available IEP supports and consult with their SELPA program specialist before referring*

Example Activities:

- Provide McKinney-Vento services (e.g. school supplies, transportation, etc)
- Hold an SST/family meeting
- Initiate ERMHS services
- Refer to/consult with Wellness/mental health staff
- Assist families in calling 211
- Initiate the truancy/SARB process (e.g. letters)
- Make initial contact with the student's social worker, community case manager, and/or community therapist (if known)
- Assist families/caregivers in accessing services through their insurance



REQUEST FOR ASSISTANCE: GUIDANCE FOR COMMUNITY STAFF

What do we expect county/community staff to do before they make a referral?

County/Community Based Staff should:

- Ensure there is an education-related need support. It's okay for there to be other multiple system needs as well.
- Collect as much educational info as possible, at least school name, names of students
- Determine if student/family is already connected to other community agencies/supports
- Make sure the student(s) attend Placer County schools or are living in Placer County

Examples:

- Path 1's (as a result of a Suspected Child Abuse Report)
- Refer unhoused students and their families
- Seek educational support for youth on probation
- Seek educational support for youth referred through County Behavioral Health
- Connect unhoused parent to childcare resources, school enrollment, or McKinney-Vento services

Note: Placer County Child Welfare Workers DO NOT need to use this form to refer dependents (we automatically serve those youth)



REQUEST FOR ASSISTANCE: FACTS/DATA TO DATE

2020-21:
132 total RFA referrals received

2021-22:
180 total RFA referrals received

2022-23:
195 referrals representing
321 students

44 % of our RFAs related to
homelessness

21% of our referrals are from
Community Partners

Data Point	20-21	21-22	22-23
Number of McKinney – Vento students	1,076	1,167	2,130

96 UNACCOMPANIED YOUTH IN 22-23

