

**REFERRAL OF ADULT AND JUVENILE PROBATIONERS  
TO BATTERERS' INTERVENTION AND CHILD ABUSE TREATMENT PROGRAMS**

- AUTHORITY:** Administrative Directive  
**Penal Code Section 1203.097**  
**Penal Code Section 1203.098**  
**Penal Code Section 273a**  
**Penal Code Section 273d**  
**Penal Code Section 273.1**
- RESCINDS:** Procedure Manual Item 1-2-255, dated 3/31/17
- FORMS:** **Supervision/Court Ordered Referral and Release of Information Probation (F057-9160.1(A)AF)**  
**Authorization for Release of Medical-Dental-Psychiatric-Psychological Information (F057-7004(A)AF)**  
**AB109 HCA Drug/Alcohol and Mental Health Referral**
- PURPOSE:** To establish a procedure for referring adult and juvenile clients to **Batterers' Intervention programs and Child Abuse Treatment programs and other** community resources.

**I. GENERAL INFORMATION**

- A. Where there are court orders for probationers (both adult and juvenile) to be involved in specific types of treatment programs, deputized staff are to refer clients only to community agencies which have been approved by Executive Management; **or if there are no programs approved, to those registered with OC Links. The only community resources that have been approved by Executive Management are the Batterers' Intervention programs (BIP) and Child Abuse Treatment (CAT) programs. These programs are listed in the online Strategic Support section of ProbNet. All other community resources can be found by calling OC Links at 855-OC-LINKS (855-625-4657). If after consulting with the on-line Strategic Support section of ProbNet and OC Links, an appropriate program cannot be located, the referring DPO may contact the Programs Unit for assistance. The Programs Unit will then seek guidance from the appropriate County or State agency and EM.**
- B. If a **BIP/CAT** program does not appear in the on-line **Strategic Support section of ProbNet**, it is **NOT** approved for use in response to Court-ordered conditions of probation for BIP or CAT. If any other community resources are not approved by OC Links, they are **NOT** approved for use in response to court-ordered conditions of Probation. Refer only to those resources located on ProbNet or OC Links.
- C. If the court orders the probationer to a **BIP/CAT** resource that is not in the on-line **Strategic Support section of ProbNet**, please contact the Programs Unit.
- D. If there is truly no room in an approved **BIP/CAT** program and/or no monitored

program can be identified, the Programs Unit will seek to identify an appropriate program referral.

## II. PROCEDURE

### A. Use of Referral Form

1. **The Supervision/Court Ordered Referral and Release of Information Probation form must be used whenever a client is referred by a Deputy Probation Officer (DPO) to a community treatment agency or any private practitioner.** One copy will be mailed to the resource and the original placed in the file.
2. If the referral was originally made by another agency (e.g., Social Services Agency refers the client to Behavioral Health Services), the **DPO will complete the Authorization for Release of Medical-Dental-Psychiatric-Psychological Information.** A copy will be mailed to the resource and the original placed in the probationer's file.
3. **The Authorization for release of Medical-Dental-Psychiatric-Psychological Information form must be used when referring a probationer to any outside treatment program so that the treatment provider can share information with the Probation Department regarding that probationer's treatment.**
4. **If the referral to BIP or CAT was originally made by the Court, the probationer only needs to take the minute order with them as their "referral" to enroll in the program. The probation officer may want to have the probationer sign the Psychiatric-Psychological Information form prior to the probationer enrolling in their BIP/CAT program; they will be completing a Release of Information form with that program allowing the provider to share information with Probation and the Court.**
5. **If the probationer is under the provisions of AB109, then the DPO should complete the AB109 HCA Drug/Alcohol and Mental Health Referral form with the probationer.**

### B. Probation/Court-Ordered Referral

If a probationer is ordered by the Court to participate in a **Batterers' Intervention or Child Abuse Treatment program**, or the Court orders treatment left to the discretion of the assigned probation officer (e.g., "Seek and maintain alcohol/drug treatment as directed by the probation officer"), the **Probation Supervision/Court-Ordered Referral and Release of Information Probation form (F057-9160.1(A)AF)** is to be completed and the following procedures initiated:

1. The referring DPO will complete the form, including the name and address of the resource to who the referral is being made and the purpose of the referral (that is, the type of services desired and/or the general nature of the problem). Do not include CORI data.
2. In completing the blanks pertaining to the exchange of specific information, it should be noted that the DPO may specifically require of the resource any

and all information deemed necessary to assure compliance with court orders. This section shall be completed whenever there is specific information requested so the probationer and the resource staff are aware of the specific request.

3. **The completed referral form** shall be signed and dated by the referring DPO, the probationer, and the parent/guardian, if the client is a minor. The DPO will retain the original for the probation file, hand the second copy to the client and **provide a copy upon request** to the resource.

C. Voluntary Referral

If a client is not under court jurisdiction or does not have a specific Probation/Court Order to participate in treatment services from a community resource, the **Authorization for Release of Medical-Dental-Psychiatric-Psychological Information (F057-7004(A)AF)**, or form as required by the provider, is to be completed, using the following procedure:

1. The referring DPO will complete the referral section, including the purpose of the referral, that is, the type of services desired and/or the general nature of the problem. Do not include CORI data.
2. When specific information is requested, this will be noted so the client and the resource staff will be aware of the request.
3. The document shall be signed and dated by the referring DPO, the probationer, and parent/guardian, if the client is a minor. The DPO will retain the original for the probation file, hand the second copy to the client and **provide a copy upon request** to the resource.

**REFERENCES:**

Policies:	B-1	Case Confidentiality-Client's Right to Privacy
	B-2	Inter- and Intra-Agency Confidentiality
	E-10	Use of Public and/or Private Community Resources

D. Lambert

**APPROVED BY:**