

**Arc of Adams County Referral Intake Sheet – Adult Intake**

**In order to make a referral the entire form needs to be completed.**

1. Name of Individual \_\_\_\_\_ M / F DOB \_\_\_\_\_  
Address \_\_\_\_\_  
E-Mail \_\_\_\_\_ Prefer: \_\_\_ E-Mail \_\_\_ Postal Mail  
Circle best # (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_  
Guardian/Family contact \_\_\_\_\_  
Circle best # (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_  
Best time/place to reach individual \_\_\_\_\_
2. Name of caller \_\_\_\_\_ Relationship \_\_\_\_\_ Referral date \_\_\_\_\_  
Circle best # (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_  
E-Mail \_\_\_\_\_ Prefer: \_\_\_ E-Mail \_\_\_ Postal Mail  
Best time to call back if need be \_\_\_\_\_ **Do you have a release to call us?** \_\_\_\_\_  
The person lives in what county \_\_\_\_\_ Does this person have a DD? \_\_\_\_\_  
Please circle the level of urgency: **HIGH MED LOW** Is this person homeless? \_\_\_\_\_  
CCB? \_\_\_\_\_  
Is this a health/safety/abuse/neglect issue, if so did it require a mandatory report and did you report it?

**What do I need to know about reporting?**

If you are a mandatory reporter and you witness or become aware that an at-risk elder or adult with I/DD has been or is at imminent risk for mistreatment (abuse, caregiver neglect, or exploitation), **you must make a report to law enforcement within 24 hours.**

Remember if you witness abuse or become aware of abuse YOU must report. Reporting only to your supervisor is NOT sufficient. Company policy does not trump law.

Remember: Failure to report is a Class e misdemeanor which could have a monetary fine of \$750.

Remember: mandatory reporters are not investigators.

Remember: self-neglect is NOT a crime, and should not be reported to law enforcement

Remember: It's okay to report if you just suspect something is wrong. As long as you make the report in good faith, you are immune from any criminal charges or a civil lawsuit for damages.

**Also...reporting does not make you immune if you are the perpetrator of the mistreatment**

3. Reason you are calling: (advocacy issue)

A.

B.

C.

4. What has been done to resolve this situation?

5. **What do you think the Arc of Adams County can do?**

6. Current Services (i.e., School/Grade, SLS, Comprehensive Services, Community Resources):

7. Involved parties (i.e., Teacher, Coordinators, Service Agencies):

8. Other pertinent information.