



SCHOOL CLEARANCE & SUBSTANCE EVALUATION & TREATMENT PROTOCOL

SCHOOL DISTRICT

1. District determines student appropriateness for referral to TCBC or higher level of care.
 - a. Please contact TCBC at 973-691-3030 x1 or intake@tcblc.org for consultation if unsure of the level of appropriateness for referral. **Please leave a message with a reachable phone number if our intake coordinator is on another call. We will return your call asap.**
2. District obtains written or verbal consent from Parent/Guardian to contact TCBC.
3. District fills out the TCBC referral form. Click [here](#) to download the form from the website.
4. District emails completed forms to intake@tcblc.org.
5. The referral form must be received **PRIOR** to the parents contacting TCBC to set an appointment.
6. Our Intake Coordinators will send an email to confirm receipt of the received forms to the district.
7. District provides the parent/guardian TCBC's phone number (973-691-3030 x1) to schedule an appointment. All SCA's will be scheduled within 24 business hours.
8. Once an appointment is set, notification via email of the date and time will be sent to the district.

PARENT/GUARDIAN

1. Contact TCBC to schedule an appointment **CALL: 973-691-3030 ext. 1**
 - a. If you receive our voicemail message, **PLEASE LEAVE A MESSAGE.**
Our Intake Coordinators are assisting other patients and will return your call.
2. A phone screening and clinical intake will be conducted to place the student with the appropriate therapist for the assessment.
3. Every effort will be made by the TCBC Intake Coordinators to accommodate the parent's schedule and to make an appointment at any of our locations within 24 business hours of the initial call.

EVALUATION FOR SUBSTANCE ABUSE

1. ALCO Screen / 12-panel urine drug screen (immediate positive or negative results)
2. Brief psychological inventory to assess for substance misuse through subtle and direct questions.

AFTER EVALUATION

1. A copy of the biopsychosocial evaluation, including drug results (with ALCO screening), will be provided to the parent/guardian and to the district referral source when completed.
2. The biopsychosocial evaluation will include referral and treatment recommendations and a certification of clearance or non-clearance to return to school.
3. It is the belief of TCBC that a client should leave with a clear understanding of their next step of care. We will assist by scheduling an appointment for outpatient therapy at TCBC or assist if a higher level of care is recommended. A list of referral sources with phone numbers are provided to parents/guardians..
4. TCBC will invoice the appropriate party for the assessment. Any further treatment agreed upon by the student and TCBC will be the patient's financial responsibility.