Criminal Justice Provider Referral Process Step By Step:

1. **Complete the Eligibility Screening:** participant must meet all four requirements:

<table>
<thead>
<tr>
<th>Eligibility Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the individual a resident of Indiana?</td>
<td>Eligible</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Is the individual at least 18 years old?</td>
<td>Eligible</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Is the individual a member of a household with an annual income not exceeding 200% of the federal income poverty level?</td>
<td>Eligible</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Has the individual entered the criminal justice system with a current felony or with a prior felony conviction?</td>
<td>Eligible</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

2. **Collect any supporting documentation to inform the treatment provider and facilitate the mental health and substance use disorder assessment.** Examples include:
   - IRAS
   - Court Orders
   - Pretrial diversion documentation
   - Supervision program documentation

3. **Assist the participant in selecting a Designated Recovery Works Agency to provide treatment.**
   - CJP can refer to any preferred provider, but vouchers can only be used to pay for services provided/contracted by a Designated Recovery Works Agency.
   - Designated Recovery Works Agencies can be found at: [RecoveryWorks.fssa.IN.gov](http://RecoveryWorks.fssa.IN.gov)


5. **Submit Referral Form and supporting documentation to the Designated Service Provider.**
   - The Designated Service Provider is expected to contact the participant within two (2) business days to schedule an assessment, and offer an appointment within five (5) business days.
     - DSP will not schedule assessment until supporting documentation is received with referral
     - DSP will obtain participant consent and releases of information, in order to communicate with the CJP about the participant.

6. **Wait for feedback from the DSP & review Individualized Recovery Plan.**

7. **Communicate and collaborate with the Designated Service Provider frequently to support the recovery process and successful engagement with the referred participant.**
   - CJP and DSP will determine best method for ongoing communication (e.g. weekly calls, monthly written reports, face to face staffing, etc).