SF Achievement Collaborative Team (SF-ACT) Referral Process

Fill Out SF-ACT Referral Form

Copy of Referral Form, any progress reports, psychological or other assessments and IEPs are submitted to AIIM HIGHER. (Deliver to AIIM Higher Mailbox or Rm 225)

AIIM HIGHER screens minor to determine behavioral health eligibility within 72 hours.

Youth is found eligible and legally suitable for SF-ACT.

Youth is found NOT eligible or suitable.

AIIM HIGHER sends referral form & eligibilty determination to legal team (Judge Woolard, DA, PO de Jesus and defense counsel) for legal suitability screening, conducted within 24 hours.

SF AIIM HIGHER will follow-up with supervising judge, REFERRING PARTY and other legal stakeholders about the decisions, offer recommendations for services, and assist with linkage as needed.

If legal team or AIIM Higher cannot agree on eligibiity or suitability within 24 hours, referral will be sent to weekly "Tuesday meeting" for further discussion and ultimate determination by Judge Woolard.

Referring party should ensure that youth has another court apperance scheduled in no less than 72 hours (either by setting another court date or adding to calendar).

Judge court orders youth to attend SF-ACT program.

If youth is in custody

Youth is released with appropriate home detention orders approximately 12-24 hours before next school orientation date

If youth is **not** in custody

Within 24 hours of court order, SF-ACT Program Manager, CC Principal, & SF AIIM Higher are notified by clerk of new enrollee.

Youth and family will be oriented to Civic Center, Wellness Center and SF-ACT and enrolled on next designated orientation day (held 3x/week- MWF).