

How to Refer a Child/Youth to PFC

1. Staff are concerned about a child/youth because of:

- Unmanageable or aggressive behavior
- Change in mood or intense emotions
- Traumatic event
- Suspicion of abuse/neglect (*If you suspect or receive a report of abuse or neglect report to DCS Hotline at 1-800-800-5556 immediately.*)

2. Talk to the parent/guardian:

- Explain why you are concerned about the child/youth
- Tell parent/guardian why you think PFC would be helpful
 - *ex. - We are noticing that Billy is being aggressive to kids in the program and we want to get him some extra help through a free program called Partnership for Children. Program staff will work with you and Billy to figure out what is going on and how we can help him do better.*
- Complete the referral form alongside the parent/guardian
- Have the parent/guardian sign the Release of Information to allow PFC to talk with your agency about the child/youth's services and participation
- Have program staff complete the Strengths and Difficulties Questionnaire teacher version and invite the parent/guardian to do the parent version (see back)

3. Contact PFC staff:

- Email pfc@oaklawn.org 3 documents; 1-completed referral form, 2-signed release of information and 3-SDQ score sheet(s)
- If the parent/guardian says "no" to the referral, only complete the referral form with general information, omitting any identifying information that ties with the child.

Referral Packet:

www.thesourceelkhartcounty.org/pfc

Questions?

Shin Yee Tan, The SOURCE manager, 574-349-8908, shin.tan@oaklawn.org

Strengths & Difficulties Questionnaire (SDQ)

A. What is the SDQ and why are we using it?

- The SDQ is a 25 item, free screening tool that gives us important information about how a child/youth is doing with their emotions and behavior.
- PFC is using the SDQ for two reasons: (1) it gives valuable information to be used in services, (2) it gives a concrete measurement that can measure progress

B. How do I fill it out?

- The program staff person who knows the child/youth best should fill out a paper SDQ.
- Parents and youth can also fill out an SDQ, so please invite them to do so.
- Print off paper copies of the SDQ from <https://thesourceelkhartcounty.org/pfc/>.
- Read the instructions at the top of the page and fill in the blanks. Choose “Not True”, “Somewhat True” or “Certainly True” for each of the 25 items. Then answer the questions on the back, sign it with your name and the date.

C. How do I do the online scoring?

- You need to be registered to score the SDQ online. Each PFC partner should have 1-2 staff who are registered and can enter scores for the children/youth at their program location. If not, call or email Shin Yee at 574-349-8908, shin.tan@oaklawn.org
- With your paper SDQ(s) completed go to the SDQ scoring website at <https://sdqscore.org/>
- Click “LOGIN” at the top right of the page. Enter your username and password (as given by Shin Yee) then click “Continue”.
- Under SDQ Menu, select the Age and Gender from the dropdown list.
- Click on “Enter Data From” who completed the questionnaire. If it was a staff person, select “from a Teacher or other educational professional”.
- Under “Double-sided SDQ with the 25 core questions and impact supplement”, click on which version of SDQ was completed.
- You will see a table that has key words along the left side and columns to the right. Click on the circles that match with the paper SDQ’s scoring. Click “Save and continue” when you are finished entering the 25 items.
- Continue to click on the circle that matches each question, and then “Save and continue” until you come to the end of the questions.
- You will be asked who the SDQ was completed by. Select “Other” and enter the initials of the staff person that filled out the paper form.
- Enter the date that the paper form was completed by choosing from the dropdown lists. Then click “Save and continue”.
- You will see a screen that looks like the first screen. Click “View or download SDQ Scores Report”.
- Click “PDF: print and save report”. When it says to confirm a fee of \$0.25, click “OK” and then print out a copy of the PDF.

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