***What Has Changed with the New Referral Process to a Statewide Service (ACCU/IRTP/CIRT)?***

***Forms:***

* There are no longer two (2) Request for Transfer forms (long and short versions). Now, there is only one (1) updated short form.
* The *Request to Transfer Form* and the *Referral Checklist* are user-friendly and pdf-fillable.
* Both forms are on the DMH website: [**Transfer Protocols and Forms | Mass.gov**](https://www.mass.gov/info-details/transfer-protocols-and-forms)

***Referrals:***

* Referrals are no longer sent to five (5) DMH Areas. Now, all referrals are sent to DMH Central Office at: [**transferscreenings@mass.gov**](mailto:transferscreenings@mass.gov)

***Timeframes:***

* Specific duration of a thorough course of acute care is not prescribed (e.g. fourteen [14] days). Determination will be guided by the unique and necessary clinical requirements of the youth, instead of time.
* Ten (10) days of Progress Notes has been reduced to seven (7) days of Progress Notes.
* Within one (1) business day, DMH will respond to referrals sent to [**transferscreenings@mass.gov**](mailto:transferscreenings@mass.gov) and identify any missing documents needed.
* Within five (5) business days of a completed referral packet, the DMH Area will conduct a screening.
* Within one (1) business day of approval, DMH will notify the Referring Party of the acceptance and the identified the Statewide Service.
* Within five (5) business days of approval, DMH will admit the youth to a Statewide Service vacant bed (provided no unforeseen obstacles).

***Effectiveness of Changes:***

* DMH will be monitoring the implementation of this new process closely and reviewing if additional changes are indicated.
* DMH will also be providing data to referring acute care facilities on the outcomes of this new process.