

Assessment and Referral Tool Guidance

What are the Assessment and Referral Tools?

The Adult and Child/Youth Assessment and Referral Tools (ART) are data collection forms that collect more in-depth information about service recipients than is captured by the Individual/Family Crisis Counseling Services Encounter Log, Group Encounter Log, and Weekly Tally Sheet. The ARTs are intended to assess the need for services beyond the scope of the Crisis Counseling Assistance and Training Program (CCP) and determine what, if any, referrals CCP staff can provide.

The ART can be administered at any time if the crisis counselor feels the participant is exhibiting distress or they would benefit from referral to other services. It is recommended that the ART is administered during encounters where more than four event reactions or certain risk categories are indicated including the following:

- Family missing/dead
- Friend missing/dead
- Pet missing/dead
- Life was threatened
- Assisted with rescue
- Preexisting physical disability
- Injuries or physically harmed
- Witnessed death/injury
- Past substance use/mental health problem
- Past trauma

What to know before you administer the ART

The CCP should have protocols or procedures in place for how a crisis counselor should respond if serious reactions are indicated while using the ARTs. Many CCPs have team leaders or other staff with a mental health background administer the tools to ensure that proper assessment and referral is carried out.

All crisis counseling staff using the tools should have detailed training and guidance on use of the tool and when to make a referral for more intensive services. All CCP staff should complete the online training available at <https://www.samhsa.gov/dtac/ccp-toolkit/ccp-data-forms-trainings>.

Prior to administration of the assessment, staff should obtain consent from the participant and provide an overview of what information is being collected. For administration of the Child/Youth ART, consent must be obtained from a parent or other caregiver for the child's or youth's participation in the assessment and referral process. Even after consent is obtained, data collection for the CCP is still anonymous, and no personally identifiable information should be collected by the program.

Prior to use of this tool, the CCP should identify at least one organization or agency that is willing to accept referrals from the CCP for more intensive mental health or substance use intervention services.