

JASPER MOUNTAIN REFERRAL PROCESS:

- The referring entity must submit all records and items listed under [What is needed for a referral link](#).
- The referring entity will receive a “*Referral Received*” letter when the first record is received; this does not indicate that the referral is complete.
- If the referral remains incomplete, the referring entity or legal guardian will receive an “*Incomplete Referral*” letter listing the remaining items needed to complete the referral.
- If the referral remains incomplete, the referring entity or legal guardian will receive a “*Pending Inactive*” letter; if the referring entity would like to continue the request for services, the referral must be completed.
- If, after the “*Pending Inactive*” notice has been sent, still no new records have been received, the referral will be placed on an inactive status and Jasper Mountain will no longer reach out to assist in referral completion. If the referring entity would like to re-initiate this referral, they must [email the Mental Health Assessment & Access Coordinator](#).
- Once the referral is complete, the case will be internally assessed and the Mental Health Assessment & Access Coordinator will reach out to the referring entity or legal guardian to schedule a casual, virtual Meet and Greet with the child to finalize the assessment.
- Findings will be staffed with the Intake Team and a determination will be sent to the referring entity or legal guardian. If Jasper Mountain determines that Jasper Mountain or SAFE Center is the appropriate fit for the child’s treatment, the child will be placed in the waiting pool.
- Jasper Mountain is admitting clients from an already accepted waiting pool. However, Jasper Mountain does not admit on a first-come-first-serve basis, rather admissions are based on acuity of symptoms and lack of systemic resources, as well as appropriate match with the current milieu and age/gender openings.
- Jasper Mountain requests that all referral records be faxed to **(541) 583-4433**. It is highly encouraged that representatives working on active referrals or that have clients in the accepted waiting pool stay in contact with the [Mental Health Assessment & Access Coordinator via email](#). For any inquiries or assistance requests, please email the Mental Health Assessment & Access Coordinator.