



## SCHOOL CLEARANCE & SUBSTANCE EVALUATION & TREATMENT PROTOCOL:

### SCHOOL DISTRICT

1. District determines student appropriateness for referral to TCBC based on incident.
2. District obtains written consent from Parent/Student for District to contact TCBC.
3. District fills out [Referral form](#) and their Consent Form
4. District emails forms to: [intake@tcbllic.org](mailto:intake@tcbllic.org)
5. The Referral and Consent Forms need to be received PRIOR to the parents contacting TCBC to set an appointment.
6. District provides TCBC information to the parent/guardian for them to call TCBC directly to schedule an appointment for an assessment. We cannot accept walk-ins due to scheduling needs. All SCA's will be scheduled within 24 hours.
7. Upon intake, TCBC will obtain necessary consent to release the completed SCA and/or Substance Evaluation & Treatment (SET) to the District.

### PARENT/GUARDIAN

1. Contacts TCBC to schedule an appointment for student. **CALL: 973-691-3030 ext. 1**  
Please leave a voicemail message as our Intake Coordinator is assisting another patient and will return your call.
2. The TCBC Intake Coordinator will provide a phone screening and clinical intake to ensure the student is placed with the appropriate therapist for the assessment.
3. Every effort will be made by TCBC Intake Coordinator to accommodate the parent's schedule to make an appointment at either one of our locations within 24 hours of the initial call.

### TCBC

1. Intake Coordinator will send an email to confirm receipt of the forms from the District.
2. Once an appointment is set, notification via email of the date and time will be sent to the District.

### EVALUATION FOR SUBSTANCE ABUSE

1. ALCO Screen / 12-panel urine drug screen (immediate positive or negative results)
2. Brief psychological inventory to assess for substance misuse through subtle and direct questions.
3. Comprehensive professional assessment and return to school evaluation

### AFTER EVALUATION

1. A copy of the evaluation, including UDS results as needed, will be provided to the Parent/Guardian.
2. The District will immediately receive a completed evaluation by office coordinator.
3. The evaluation will include referral and treatment recommendations and a certification of clearance or non-clearance to return to school.
4. It is the belief of TCBC that a client should leave with a clear understanding of their next step of care. We will assist by scheduling an appointment for outpatient therapy at TCBC or assist if a higher level of care is recommended. A list of referral sources with phone numbers will also be provided.
5. TCBC Finance Coordinator will invoice the appropriate party. Any further treatment agreed upon by the family and TCBC will be upon their discretion.