

Counselor Tool: Referral Checklist



We work to make the signup process as easy as possible. It includes both you as the liaison and your local TCHATT team. Below is a list of items you will need to gather from the family and student so you can complete the referral.

Follow these steps:

1. Discuss TCHATT with the parent/guardian of a student who may benefit.

Or discuss it directly with the student if they are age 18+.

See **sample language** on the previous page with suggestions on how to talk about TCHATT.

If the parent/guardian (or student age 18+) is interested, begin the referral process by collecting information from the family to submit a referral in TRAYT.

2. Submit a referral in TRAYT: <https://tchattschools.trayt.health/>. Be ready to provide the following:

☐ **Confirm your information** & list an alternate school contact (in case TCHATT needs to reach you and you're not available).

☐ **Student details:**

- | | |
|---|---|
| ☐ Name | ☐ If they have a disability/accommodations |
| ☐ DOB | ☐ Grade level |
| ☐ Gender | ☐ Contact information (home address, phone, email) |
| ☐ Ethnicity/race | ☐ Preferred language and pronouns. |

☐ **Parent/legal guardian information:**

- ☐ Name(s)
- ☐ Contact information (phone to call or text, email, address)
- ☐ Preferred language
- ☐ Emergency contact
- ☐ Best times to call parent/guardian.

☐ **Reason(s) for referral.**

☐ **Additional notes, documents, or information** that would help facilitate effective TCHATT services to this family.

3. After You Refer...

☐ You can check TRAYT to review a list of submitted referrals. You will only be able to see if the referral is submitted, not any additional details on the status.

☐ **Parent/guardian consent:** Your local TCHATT team will contact the parent/guardian to learn more. The parent/guardian will be asked to sign consent forms and provide any additional information TCHATT needs to get started, such as custody paperwork or health information..

Once all referral and consent forms are complete, the first meeting/assessment will be scheduled. If TCHATT, the student, and their parent/guardian determine TCHATT is a good fit, ongoing appointments will be scheduled.

Thank you for submitting the referral. The HRI will reach out if anything further is needed.



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Texas Child Mental
Health Care Consortium

TCHATT
Texas Child Health Access
Through Telemedicine