

**CALVERT COUNTY FAMILY NETWORK/LOCAL CARE TEAM**  
**STEPS TO MAKE A REFERRAL TO LOCAL CARE TEAM MEETING(S)**

\*\*\*\* Families can self-refer to Calvert County Family Network's Local Care Team

Local Care Team meetings take place on the 3<sup>rd</sup> Wednesday of each month virtually or at Calvert County Family Network office located at 30 Duke Street, Prince Frederick, MD 20678.

**To be eligible for assistance through the Calvert County Family Network:**

- ✓ The family must live in Calvert County.
- ✓ The family must be struggling with multiple areas of need.
- ✓ The family must be willing to participate in the process and communicate their intent to follow through with recommendations WITH SUPPORT from the referring agency(s) and LCT staff.

**To refer a family to the Calvert County Family Network LCT Meeting for services**

- ✓ Call 410 535 1600 x 8807 to request a link and to request to be added to the next available LCT meeting agenda.
- ✓ Complete the Referral. Please be sure to complete all sections to ensure that all the family's needs are presented to the committee. Include all supplemental packet information relative to the case (educational reports/IEP information; up to date psychological/psychiatric evaluations; court order; hospital discharge summaries; medical reports/recommendations for treatment; etc.)

\*\* A SIGNED copy of the Local Care Team Authorization for Release of Information/Records **must** be obtained for each child and attached to the packet before invitations will be sent out for a meeting so, please make sure to include that when returning your paperwork. The family will be removed from the schedule if that document is not part of the packet.

contact

[Ariane.Odom@calvertcountymd.gov](mailto:Ariane.Odom@calvertcountymd.gov)

Calvert County Family Network Local Care Team Coordinator  
Attn: Ariane Odom  
P.O Box 90  
Prince Frederick, MD 20678

In Person: 30 Duke Street, Suite 102 Prince Frederick, MD 20678

Note: The entire packet, including the signed consent forms, must be submitted (received) by 5 p.m., **one week** prior to the scheduled meeting. **Special circumstances/emergencies may** allow for last minute additions (schedule permitting) if paperwork is received by 9 a.m. on the Monday prior to the Wednesday meeting.

**Please inform the family and/or if self-referring please take note of the following.**

- ✚ **Information will be shared during the meeting with the understanding that the information will remain confidential except for case management activities, quality improvement/program evaluation purposes, or under mandated reporting circumstances (e.g., risk of harm to self or others, suspended abuse).**
- ✚ **Referring agency please plan to attend. Families if transportation assistance is needed, please correspond with any case management provider services you may already have in place.**