

HOW TO MAKE A REFERRAL TO MCTI- EAST

MCTI East referrals will require the following:

- **A Service Authorization is entered in the AWARE system**
 - S:\AWARE\Job Aids and Tips\AWARE v5\Service Authorization Referral Process Job Aid – Detroit.docm
- **An MCTI East Referral Cover Memo**
- **Documentation of disability and related limitations:**
 - A copy of medical, psychological and/or other diagnostic information dated within 3 years of the referral date that reflects the current status of the individual's primary and any secondary disabilities, and includes the diagnosis, a description of the functional limitations due to the disability and identification of any needed medication or treatment the individual requires and will continue to need while at MCTI East
 - Physical Capacities Assessment and/or Mental Health Status Report, if applicable.
- **Information necessary to determine ability to benefit and vocational potential:**
 - A WAIS or WISC score within 3 years of the referral date. (**NOTE: Referrals with a Full Scale IQ score between 70 and 75 may be asked to participate in a pre-admissions interview with MCTI staff.**)
 - The results of a GATB or aptitude test that includes measures of spatial relationships, and mechanical aptitude or a recent vocational testing battery. Information regarding vocational interests, and math and reading achievement (WRAT, Woodcock- Johnson, WIAT, Work Keys Applied Math and Reading for Information).
- **Medical documentation is required for all medical related trades:**
 - General Medical Documentation (**Also required for Builders Trade referrals**)
 - TB Skin test within 12 months of enrollment. (**CNA Program Only**)
 - Documentation of a Hepatitis B series, including dates given. (**CNA Program Only**)
- **Criminal Background Check (ICHAT Report)** <http://apps.michigan.gov/ICHAT/Home.aspx>

Referrals should be mailed to:

MCTI EAST
Attn: Admissions
11457 Shoemaker, Suite 1003
Detroit, MI 48213

Questions about referrals or admission, contact:

Tanisha Foutner, Admissions Coordinator/Rehab Counselor
foutnert@michigan.gov
313-267-0125 phone
313-267-0127 fax

MCTI East will notify the referring counselor of the final decision regarding the referral. The referring counselor will be notified of a projected enrollment date.

If you have questions about your referral(s), please give us a call. Thank you for your referrals.

MCTI EAST
11457 Shoemaker, Suite 1003, Detroit, MI 48213
(313) 267-0120 – phone (313) 267-0127 – fax 855-246-MCTI – toll free