



Professional Kinship Referral Checklist

Use this before referring a caregiver to Building GRAND-Families or another community service. The goal is a warm referral without oversharing a child's private history.

Before referring

- ☐ Explain what the service does and does not do.
- ☐ Ask the caregiver for permission before sharing their contact information.
- ☐ Confirm the caregiver's preferred contact method.
- ☐ Share the practical need, not the child's full trauma history.
- ☐ Do not send court documents, medical records or Child Protection files unless a secure process specifically requires them.
- ☐ Tell the caregiver whether you are making the referral or expecting them to contact the service themselves.

Useful referral information

Caregiver name

Preferred email / phone

General location in PEI

Main practical need

Referring organization / professional

Best time or method to contact



Warm Referral Follow-up

What the caregiver is looking for

- ☐ Legal / authority
- ☐ GACP / Child Protection
- ☐ Money / benefits
- ☐ Housing / transportation
- ☐ School
- ☐ Health / disability / mental health
- ☐ Parent or sibling contact
- ☐ Respite / caregiver wellbeing

☐ Other

Consent

- ☐ The caregiver has agreed that I may send the contact information and general referral information above.

Follow-up

Referral sent on

Who will follow up

Expected timeframe

Outcome / next step

Building GRAND-Families navigation

grandfamiliesinc.com/professional-referral.html

General navigation only. Not emergency, legal, medical or clinical advice.