



Fire F.R.I.E.N.D.S.



Enrollment Packet Instructions

White Packet (7 pages). To be completed by parent and referring agent. Includes:

- **Authorization for Release, Use, and Disclosure of Confidential Information and/or Records (pages 1-4)**
 - This form allows communications between the enrolling agency and the Fire FRIENDS program for the purpose of coordinating treatment and ensuring that the juvenile being referred for services receives the proper degree of intervention.
 - The parent and child **signatures indicate an understanding** of the limits of confidentiality and that they are willing to have their information shared with the Fire FRIENDS program.
 - If there is **more than one child from the same family** being referred for services, complete a separate release form and enrollment packet for each child.
 - If the parent **chooses not to sign the release form**, then the juvenile cannot be enrolled. If this occurs, please attempt to complete pages 5-6, titled *Confidential Enrollment Form*.
 - The individual representing the Referring Agency also signs as a witness to the agreement.
- **CONFIDENTIAL Enrollment Form (pages 5-6)**
 - This form records the primary information that allows the family to be contacted.
 - Fields marked with an asterisk (*) must be completed in order to enroll a juvenile. Complete as much of the additional information as possible.
 - Interview information refers to the Firefighter, Investigator, or other agency representative
- **Initial Fire Assessment Survey (page 7)**
 - This form is an initial screening evaluation to determine the level of intervention that is to be recommended for the juvenile.
 - Ask the juvenile, parent/guardian, or other available informants about **current and previous** known incidents of fire-setting behavior.
 - **Interviewer information** refers to the Firefighter, Investigator, or other agency representative.

Pink Packet (4 pages)

- Please provide to parent
- Includes General overview of Fire FRIENDS program as well as FAQ

Upon Completion of all Paperwork

- Please let parents know that a Fire FRIENDS coordinator will be reaching out to them shortly
- Questions regarding the Fire FRIENDS program can be directed to:
 - 714.573.6725 or <https://ocfa.org/firefriends>
- Place all documents in a secure envelope and **seal shut** (if providing by mail)
- Forward all completed paperwork to Fire FRIENDS coordinator at:
 - Mail (Internal Pony Mail): **Attn: Jessica Agee - Investigations**
1 Fire Authority Rd.
Irvine, CA 92602
 - Email: jessicaagee@ocfa.org
 - Fax: 714.368.8842