

# Practical Guide for Referral to Marie-Vincent



Before referring a child or youth to the clinical services of the Marie-Vincent CYAC, please consider the following essential steps to foster family commitment and ensure a successful clinical process.

Marie-Vincent's Child and Youth Advocacy Centre (CYAC) offers specialized, free services for child and adolescent victims of sexual violence. These services are provided by a highly qualified clinical team and supported by close collaboration with the Marie-Vincent Interuniversity Research Chair on Child Sexual Abuse.

To make these services accessible to as many families as possible, the involvement of the family and their commitment to the Marie-Vincent (MV) clinical approach are essential. The referring professional is responsible for ensuring that the family fully understands the service modalities and is informed about the necessary administrative steps to complete.

## Understanding and agreement to the services modalities



- ▶ Clinical meetings are held during regular business hours, according to the following schedule:
  - **Châteauguay** : Monday to Friday, 8:30 a.m. to 5 p.m.
  - **Montréal** : Monday to Thursday, 8:30 a.m. to 6 p.m., and Friday, 8:30 a.m. to 5 p.m.
- ▶ Sessions are conducted in person, which means the family must travel to the selected service location and may need to be absent from school and/or work. Attendance certificates can be provided upon request.
- ▶ The clinical process may extend over several months and generally includes weekly sessions of approximately 60 to 90 minutes.
- ▶ In addition to meetings with the clinician, the needs assessment may include standardized anonymous questionnaires, completed with the family's or adolescent's consent. These questionnaires help the team better understand the child's, adolescent's, or family's profile and adapt the intervention accordingly.

## Complete the administrative procedures within the prescribed time frames

- ▶ Obtain and provide a signed consent form for the exchange of information, signed by the holders of parental authority or by the adolescent, to facilitate communication between Marie-Vincent's Access to Services team and the referring professional.
- ▶ Submit an application to IVAC (Indemnisation des victimes d'actes criminels, Crime Victims Compensation program), if applicable, and provide Marie-Vincent's Access to Services team with the authorization number for psychosocial and/or psychotherapeutic services, as well as the event date recognized by IVAC.
- ▶ Return the completed and signed Commitment and Consent for Referral Form for referral.
- ▶ Provide supporting legal documentation (such as a court order or attestation from a public officer) when only one parent is authorized to consent to services, particularly in cases of disagreement between those holding parental authority.
- ▶ Submit any relevant documentation that may assist in assessing the child's or adolescent's needs (e.g., Youth Protection evaluation reports, consent forms for communication with other professionals, IVAC authorization letters, etc.).

Respecting the prescribed timelines for returning calls and providing requested documents is essential to completing the file. Families and referring professionals should be available to respond within the required time frames. If there are delays in response, it may result in the file being closed and removed from the waiting list.

Please contact us with any questions regarding administrative procedures or the status of your referral

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All information about the  
Child and Youth Advocacy  
Centre is available at  
[marie-vincent.org](http://marie-vincent.org).

