



How to Complete and Submit a CradleME Request

Please offer CradleME to pregnant and/or parenting individuals and families in Maine as early as possible

***To send the request electronically, for best results download Adobe Reader [here](#) and then download the request form before filling out and sending.**

1) Assist family to complete PAGE 1 of the CradleME request form

- a. Mother, authorized parent or guardian completes and signs page one (or verbal permission as appropriate).
- b. Patient ID stickers (mom and baby) can be applied to upper corner to ensure legibility of name & DOB.
- c. Parents keep the informational handout about CradleME referral services.

2) Providers/Referents: Complete PAGE 2 of the CradleME request form

- a. Be sure to check the appropriate boxes on page 2 for any health concerns that require follow-up.
 - **Please** include a Release of Information Form along with supporting office notes, History & Physical or Discharge Summary for mom and baby when sending the CradleME request form.
- b. Please note who is making the referral on the bottom of page 1 or 2 under “Referring Organization” and provide a phone number to reach them in case more information is needed when processing the referral.

3) FAX or ELECTRONICALLY SEND the COMPLETED CradleME REQUEST FORM (page 1 and page 2) TO (207)287-4577, or email encrypted to cradleme.mecdc@maine.gov, or you may call us at CradleME at 1-888-644-1130.

The CradleME office is staffed Monday-Friday during DHHS business hours of 8:00 am to 5:00 pm. Requests received during weekends and holidays will be processed on the next DHHS business day. If your patient has urgent health needs, please refer directly to the appropriate health care provider.

Talking Points on the CradleME Request Form

To explain the benefits of CradleME to connect to supportive prenatal and parenting services

Filling out the CradleME Request form helps connect you to services that can help you during and after your pregnancy, depending on your needs.

All families are eligible for wellness support including well pregnancy, infant care, infant feeding, and parenting support and education, patients will receive a call from a Maine Families Home Visitor. They may choose to opt out!

Depending on the service you choose you can expect calls from representatives of those services. At that time there will be discussion around your family’s needs and future appointments may be to set up via phone, virtually, or in a location of your choice.

The services offered through CradleME are free and are offered to all pregnant individuals and families with new babies. We can fill this form out together so I can help you answer any questions you have.

Questions, concerns, or other feedback? We want to hear from you!

Please contact CradleME Referral office at 1-888-644-1130