

INTAKE COORDINATOR PROCESS MAP

Step 1

- Referral Received from:
- Parent/Guardian
 - * Healthy Babies/Healthy Children
 - * Family Well Being
 - * Physician/Nurse Practitioner
 - * Family Preservation
 - * Other Programs/Agencies

Step 2

- Referral form is reviewed to determine eligibility for services.
 - If eligible, a Client Intake will be completed within 7 days of referral
 - If not eligible, the Intake Coordinator will help the family find services to meet their needs.

Step 3

- Upon completion of the Intake Form the family will then be referred to a Developmental Therapist and the Occupational Therapist for screening/assessment if required.

Step 4

- Intake Coordinator tracks all referrals to other agencies and ensures that the family is receiving services.
- Referrals can include assessments for; FASD, autism, developmental, speech-language, physiotherapy, psychological or psychometric assessments, etc.

Step 6

- Intake Coordinator will oversee the Visiting Grandparents program, Respite program and psychological assessments
 - Completes respite request forms, respite caregiver applications, books appointments accordingly, provides orientation to respite caregivers