



Grey Bruce Coordinated Service Planning

STEP 1: Suitability Screen

The Suitability Screen is to be filled out by a service provider to determine suitability for Coordinated Service Planning. If the child/youth/family is suitable, please fill out the **Referral** on the reverse and attach a signed **Consent**. Please fax the referral and consent to 519-371-6397. If you have any questions about the Coordinated Service Planning program or about this form, please call **519-371-4773, ext 233**

Child/Youth's Name		Date Suitability Screen Completed	
Date of Birth		Name of Agency Completing Screen	
Parent/Guardian Name		Agency Staff Completing Screen	

To be Suitable, you must answer YES to the first three questions.	
<p>1. "Does the child/youth have multiple and/or complex special needs?"</p> <p>Multiple and/or Complex Special Needs: These children require multiple specialized services due to the depth and breadth of their needs (e.g., rehab services, developmental services, autism services, and/or respite supports). They may experience challenges related to multiple areas of their development (physical, communication, intellectual, emotional, social and/or behavioural) thus requiring services from multiple sectors and/or providers.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. "Does the child/youth require more than one service/support?"</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. "Is the family impeded in their ability to coordinate services for their child/youth?"</p> <p>Factors that might impede a family's ability to coordinate services for their child/youth could include: coping strengths and adaptability; health and well-being of other family members; literacy and/or language barriers; limited social/community supports; competing demands of caregiving and employment; financial instability.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. "Is the child/youth and/or family already involved with service providers?"</p> <p>If the child/youth/family is not already involved with needed service providers, please make these referrals at this time (see note on reverse, at bottom of page).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Is the family suitable for Coordinated Service Planning?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: The Suitability Screen can be revisited at any time and as circumstances change

STEP 2: Referral to Coordinated Service Planning

Family/Child/Youth Information		
Family	Child/Youth	
Parent/Guardian Name:	Child/Youth's Name: Date of Birth:	
Address of Parent/Legal Guardian:	Address if different from Parent/ Guardian:	
Main contact #:	Best time to reach parent/guardian:	
Parent/Guardian E-Mail:		
Need transportation: <input type="checkbox"/> yes <input type="checkbox"/> no	Need Interpreter: <input type="checkbox"/> yes <input type="checkbox"/> no	Number and ages of siblings in same home:

There are 3 tiers of service, this referral is for;	
<input type="checkbox"/>	Option 1: Consultation- Referring Community Agency staff to act as Service Planning Coordinator to complete Coordinated Service Plan in consultation with a Keystone Service Planning Coordinator
<input type="checkbox"/>	Option 2: Facilitation- Receive support of a Keystone Service Planning Coordinator to assist in delivery of Coordinated Service Planning. Example: Organize and Facilitate a Case Conference
<input type="checkbox"/>	Option 3: Service Planning Coordination- A Keystone Service Planning Coordinator is required to lead Coordinated Service Planning

Health and Medical Concerns including Diagnosis (if applicable):
Child, Youth and Family Strengths:
What is Working Well?
List Current Services this child/youth/family is receiving and what support they provide:

Please attach a signed copy of your Agency's Consent Form
Please fax the referral and consent to 519-371-6397 Attn: Coordinated Service Planning

Referrals to Coordinated Service Planning should be made in parallel to referrals to other services, particularly if there is a wait for Coordinated Service Planning. Being referred to Coordinated Service Planning should not prevent a family from accessing other appropriate services. Coordinated Service Planning is not a required point of access or a gatekeeper and Service Planning Coordinators are not responsible for determining suitability for other programs.