

Coordinated Service Planning, Halton Region – For Providers Criteria and Referral Process

Criteria must be met and all forms must be completed

1. Ensure that your client meets criteria for the program before making a referral (please consider calling **CSP Intake @ 905-634-2347 ext. 1440** for more information)
Requirements for the program include:
 - Child/Youth resides in Halton Region
 - Child/Youth is between the ages of 0 and 18 -OR- 21 years old and younger and still enrolled in school
 - Child/Youth is currently accessing 2 or **more** services (*NOT including waiting lists, physicians, private psychologists/psychiatrists & Halton Support Services*). Examples: ROCK, Woodview, HDSB/HCDSB, Erinoak Kids, Halton Children's Aid Society etc.
 - The family has provided informed consent to submit this application and all associated information on their behalf and to move forward in registering them for service
 - The family is willing to communicate and share information and reports with all community partners
2. A recent Level One Service Coordination meeting must be completed with an action plan prior to making a referral. The recent Action Plan is required as part of the referral. More information about Service Coordination and Action Plan documents can be found at <https://rockonline.ca/halton-service-coordination/>
3. Fill out **Service Provider CSP Referral Form AND Service Provider CSP Consent Form** located at <https://rockonline.ca/halton-coordinated-service-planning/>
4. Fax required documentation to ROCK **905-681-7477**:
 - CSP Referral Form
 - CSP Consent Form
 - Recent Action Plan from Level One Service Coordination Meeting
5. CSP Intake may connect with you if more information is needed at the time of referral. Service Providers of the family will be contacted to set up a telephone appointment to complete a referral screener with ROCK Intake that takes approximately 30 minutes. Preference is to complete screeners with service providers if possible. Screener information is used to score an assessment tool to establish the level of need of the client. Intake will reconnect once eligibility is determined.
6. Please be advised that there could be a waiting time for Coordinated Service Planning. If your client is deemed eligible and if there is a waiting list, intake may contact you again at the time of pick-up to ensure that your client still meets criteria for the program.