

## **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 **Access and System Navigation ASN 289-266-0036** 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 in the ROCK shared client data base
  - 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 **Universal ASN referral form** located at [www.rockonline.ca](http://www.rockonline.ca) under access/referral
4. Fax required documentation to ROCK **905-681-7477** Attention ASN
  - ASN referral form
  - Recent Action Plan from Level One Service Coordination Meeting
5. Access and System Navigation (ASN) 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 ASN 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. ASN 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, ASN may contact you again at the time of pick-up to ensure that your client still meets criteria for the program.

**For further information regarding Access and System navigation and the different ways to submit a referral as a community provider please see [rockonline.ca](http://rockonline.ca) – Access and Referral section for the most up to date referral form and communication.**