**Interagency Process**

1. **Referral enquiry**
2. **Check and Process referral**
* All referral information present
* AOD assessment
* CYF reports
* Check Youth willingness to attend
1. **Accepted referral**
* Arrange pre admission meeting – Odyssey (normally their key

 worker)/Youth/Family/Significant others/CYF SW/AOD service/Other

 involved services – either in person or out of town via phone

 **Thing included in the meeting:**

* Goal(s) in coming to the programme
* Give information about program – show around or DVD and Information pack
* Book to review meeting for first and second week with all involved. Outline that after these

 2 meetings is a 4 weekly review meeting, book at this meeting.

* Outline programme
* Outline expectations – rules
* Who is their Key worker
* Who are the key people in the youth life – contact information including people not to have

 contact

* Post programme Goals – work/training, where they will be living
* Consider place of other supports while at Odyssey (ie mentors)
* Family involvement – expectation, way it can occur, any funding of family contact from out

 of town

* Family counselling option – required and who will do this?
* Clear exit plan including planned and unexpected. Outline people role in the plan and the

 expectations

* How contact occurs – weekly email updates to services, when family updates, family phone

 calls

* Any detox concerns
* Any medication matters
* Admission forms
* Complete admission treatment plan with Goals
* Are other pre admission orientation visits required?
1. **Review meeting first, second week and then a 4 weekly review times**
* What’s working well?
* Challenges
* Programme goals – have they reached their goals
* Post Programme goals
* Review contact
* Review exit plans
* Other supports needed
* Book next meeting
1. **Exit/Post programme**
* Ensure all involved aware of exit
* Arrange a meeting in person or out town via phone
* Agreed follow-up plan – review residential treatment/maintenance plan
* Role of outreach
* Goals outside program
* Discharge/transition summary from residential

