



## Preparation for Case Resolution CHECKLIST for SERVICE COORDINATORS

*This is a tool only to assist service coordinators in completing preparations for Case Resolution and should **NOT** be submitted with the Case Resolution package.*

- Contact Brant and the Service Coordinator requesting Case Resolution confirm date and time for the meeting. The regularly scheduled Case Resolution Team is held on the 4<sup>th</sup> Friday morning of each month; other meeting times can be arranged to respond to urgent situations.
- The Service Coordinator will confirm with Contact Brant who will be invited to the Case Resolution meeting (e.g., youth/family, advocates/ support people identified by individual/family).
- Review the '*Case Resolution Information for Children/Youth and Families* with the youth/family.
- Secure **Consent** for Case Resolution and the sharing of your completed reports – submit the Consent to Contact Brant with your other reports:
  - Submit the *Case Resolution Review Report for Service Coordinators* as well as the most recent *Coordinated Service Plan* to Contact Brant **3 days prior to the Case Resolution meeting**.
  - For TAY reviews, just submit the most recent *Coordinated Service Plan* that includes the integrated Transition Plan to Contact Brant **3 days prior to the Case Resolution meeting**
- Attend the Case Resolution Meeting  
The Service Coordinator does not need to present at the Case Resolution meeting but should be prepared to answer any questions, and support the youth/family if they are attending.

**Submit documents to Contact Brant electronically through Contact Brant's external, secure referral link:**

<https://contact-brant.ontarionow.ca/external-referral/>

Ask Contact Brant for the *Case Resolution Review Report for Service Coordinators* and the *Coordinated Service Plan* templates.

Contact Brant can assist to ensure relevant information is included.