



POLICY AND PROCEDURE MANUAL

SECTION: Access Coordination

POLICY: AC 06

REVISED: August 2022

August 2018; December 2017; February 2016;
November 2014

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SERVICE PROVISION UPDATE

POLICY

Contact Brant will track admissions and discharges for referrals made to Ministry-funded service agencies.

PROCEDURE

1. The Administrative Assistant will produce and send monthly Wait List and In-Service Reports to agencies by the 10th of each month.
2. Agencies are requested to notify Contact Brant of admissions and discharges to their services and, at a minimum, provide this by using the monthly Contact Brant Wait List and In-Service List reports. This information is requested to be returned monthly by mail, fax, email or database to Contact Brant, by the 20th of each month.
3. The Administrative Assistant will enter the appropriate service update data into EMHware within one week of the information being returned.