



Coordinated Service Planning Referral Form

Confidential



Coordinated Service Planning

Please fax completed form to 613.738.4841 or send by mail to:
The CHEO Development & Rehabilitation Access Team,
 395 Smyth Rd, Ottawa, ON K1H 8L1

The personal data collected on the on-line Coordinated Service Planning (CSP) Referral Form is used to verify our current client records and to determine eligibility for admission.

Once the form is received, the Access Team will follow up to complete a needs assessment and determine eligibility for Coordinated Service Planning. This form will be part of the child or youth's medical record, and is confidential.

Referral Source	
Today's Date (dd/mm/yyyy):	
Name (Referring Individual):	
Agency/Organization (if you are a service provider):	
Address (if you are a service provider):	
Are you the legal guardian? () Yes () No	Please Note: If you are submitting this referral on behalf of a child or youth please attach written consent of the legal guardian or capable youth (12yrs+)
Telephone Number:	Alternate Telephone Number:

Child/Youth Information		
Last Name:	First Name:	Preferred Name:
Date of Birth (dd/mm/yyyy):	Address: City:	Postal Code:
Parent/Guardian Name (first contact):		Relationship:
Telephone Number:	Email:	Legal Guardian: () Yes () No
Parent/Guardian Name (second contact):		Relationship:
Telephone Number:	Email:	Legal Guardian: () Yes () No
Custody Arrangements (if applicable): Joint () Sole () No Agreement () Temporary Care Agreement ()		
Language(s) Spoken:		Preferred Language:
Child/youth lives in: Ottawa () Prescott & Russell () Stormont, Dundas and Glengarry ()		



Service Involvement

Please indicate which services are currently involved in the identified child/youth's care. Please indicate whether they are actively involved or if the child/youth is waiting for the service to begin.

CHEO Services (ex: neurology, speech language therapy)	Active	Waiting
•	()	()
•	()	()
•	()	()
•	()	()
Developmental Services Agency	Active	Waiting
• Service Coordination Support	()	()
• INSPIRE Community Support Services	()	()
• Valoris	()	()
• Developmental Services Ontario – Eastern Region (DSOer)	()	()
• Inclusion Services	()	()
Child Protection Services	Active	Waiting
•	()	()
School Services	Active	Waiting
• Mainstream Classroom	()	()
• Mainstream Classroom with additional support	()	()
• Specialized Classroom	()	()
Other Services (ex: private services, other community services)	Active	Waiting
○ ABLE2	()	()
○	()	()
○	()	()
○	()	()

Please Note: If the child/youth aged 0-17 & 364 days, lives in Ottawa, has multiple complex MENTAL HEALTH NEEDS and support is required to navigate the mental health system ONLY you must first apply to Coordinated Access before accessing Coordinated Service Planning

If you are unsure about which services are involved, please explain:



Why is Coordinated Service Planning (CSP) being requested?

To support coordination of care.
If yes, please explain:

To support the connection of the client/family to appropriate services following multiple failed attempts.
If yes, please explain:

To support the client/family in clarifying the roles and responsibilities of care team members and/or systems of care.
If yes, please explain:



Consent for CSP Referral

Name of Client: _____

Signature of Client (if 12 years or older and capable of consent): _____

Name of Legal Guardian: _____

Relationship to Client: _____

Signature of Legal Guardian (client is <12 years/incapable of consent): _____

Date: _____

Consent for Communication:

To ensure the child/youth receives the right services and to reduce service duplication, the CHEO Access Team requests to communicate with the Developmental Services Agency in the region where the child/youth being referred is living.

- Ottawa – Service Coordination Support
- SD&G – INSPIRE Community Support Services
- P&R – Valoris
- Developmental Services Ontario Eastern Region (adults 18+ only)

Does the youth/ legal guardian give consent for CHEO Access Team to communicate with the Developmental Service Agency in their region for the purpose outlined above?
 Yes No

Please note:

The CHEO Access Team utilizes both fax and telephone to communicate relevant personal and health information to the above agency.

Patients should not use telecommunications for sensitive or urgent medical communications. As a patient/legal guardian/substitute decision maker, you are responsible for maintaining the privacy of your personal devices.