

CARING FRIENDS
ST. PAUL'S RESPITE MINISTRY
Friend Intake Procedures

1. **Caregiver** contacts Records Manager via email or phone.
2. **Record Manager** talks with caregiver for initial assessment.
3. **Record Manager** sends caregiver documents: Mission Statement, Program Scope, and Contact Form.
4. **Caregiver** completes documents and sends them to Record Manager.
5. **Record Manager** forwards documents to Program Director.
6. **Program Director** contacts Caregiver and arranges initial interview and assessment at first visit to program if possible.
7. **Program Director** determines if Friend is appropriate for program.
8. **Program Director** gives documents to caregiver: Contact & Competency, Friend Information, and Permission.
Or
Program Director informs caregiver Friend is not appropriate for program.
9. **Caregiver** completes forms with as much assistance from Friend as feasible.
10. **Caregiver** and **Friend** attend one more session (total of two visits) of Respite Program.
11. **Program Director** and **Caregiver** determine if Respite Program is a "good fit".
12. **Program Director** admits Friend to program or declines admittance.