

INTAKE ROUTING SHEET ON-SITE

Name: _____

Date: ____/____/____

Priority	You may elect to see this Partner	If you.....	Staff Initials
	<p>SOCIAL SERVICES</p> <p>____ Crescent House Case Manager*</p> <p>____ Sexual Assault Case Manager *</p> <p>____ Immigration Case Manager*</p>	<ul style="list-style-type: none"> • Are unsure of priorities • Need Safety Planning • Need to access community services for basic needs • Need shelter, transportation, financial information • Need Children's Services • Need Individual Counseling • Are thinking of suicide or homicide 	
	<p>ADVOCACY</p> <p>____ FJC Court Advocate</p> <p>____ NOPD Advocate</p> <p>____ Victim Witness Advocate</p>	<ul style="list-style-type: none"> • Want a TRO • Need referral to an Attorney • Are having difficulty knowing what to do about filing charges or making other decisions • Would like to discuss your concerns about your safety and well-being • Need information about domestic violence • Need information regarding victim reparations 	
	<p>CHILDREN'S SERVICES</p> <p>____ FJC Child Care Specialist</p>	<ul style="list-style-type: none"> • Would like a trained personnel to watch your children while you access services 	
	<p>LAW ENFORCEMENT</p> <p>____ NOPD DV Unit*</p> <p>____ FJC Civil Court Investigator</p> <p>____ FJC Criminal Court Investigator</p> <p>____ FJC Municipal Court Investigator</p>	<ul style="list-style-type: none"> • Want to report abuse • Want to follow up on a case that was already reported; happened in Orleans Parish • Want to know status of abuser • Want a Police Report • Want a Stay Away Order/Police Report 	
	<p>LEGAL SERVICES</p> <p>____ District Attorney</p> <p>____ Immigration/Refugee U-Visa Attorney</p> <p>____ Municipal Court Prosecutors</p> <p>____ Notary</p> <p>____ Project SAVE (Civil/Legal)</p> <p>____ Tulane Law Clinic</p>	<ul style="list-style-type: none"> • Want to follow up on prosecution of the abuser after a report is filed • Need information on legal rights • Have a pending case initiated by a police item number • Have been issued a summons regarding a DV incident • Need Temporary Restraining Order • Need Protective Order ,Child Custody/Visitation 	
	<p>TRANSPORTATION</p> <p>____ Yellow Cab ____ Parking Assistance</p>	<ul style="list-style-type: none"> • To/From Home to FJC, Court, Safe Shelter • Metered Parking Only 	
	<p>MEAL ASSISTANCE</p> <p>____ Hot Lunch at FJC ____ Pantry Items</p>	<ul style="list-style-type: none"> • Survivor/children fed at the FJC; food items for home. 	
	<p>OTHER</p>	<ul style="list-style-type: none"> • List Need _____ 	

Intake Interviewer _____

Signature

Date

No information is shared by any organization without written permission, except that all service providers indicated with an "*" are mandated reporters of child abuse and neglect.