# File Review Waiting List and Non-enrolled

Grantee: _____ Review Dates_____

Reviewer: _____

| Standard | Non Enrol | Non Enrol | Non Enrol | Non Enrol | Waiting list | Waiting list | Waiting list | Waiting list |
|---|---|---|---|---|---|---|---|---|
| 2. Grantees have a referral process that includes: | | | | | | | | |
| ○ Discussion of how the agency receives referrals (i.e. are referrals received by the coordinator, or by specialists?) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ○ Timelines for getting referrals to specialists (if referrals are received by someone other than specialists) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ○ How the FaDSS Monthly FIP List and any other screening process is used | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ○ Discusses expectations for timely enrollment of families | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ○ Ensures equitable treatment to all referrals | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ○ Gives priority to urgent needs | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| ○ Discusses approved waiting list policy. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Grantee referral process is followed | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Waiting list protocol is followed | | | | | ☐ | ☐ | ☐ | ☐ |
| Families not enrolled or on the waiting list are connected to resources | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Grantee has a method of storing pre-enrollment documentation | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Referral form completed accurately within time frames | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Comments | | | | | | | | |
| | | | | | | | | |
| Overall Compliance | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |