Contact Made / Initial Interview:

☐ Referral Form Completed / Criminal History Attached
☐ Shared Expectation Form Completed
☐ Releases of Information Completed
☐ Disposition on Referral Form Completed

Angel Volunteer Needed for Transport?

☐ Contact Dispatch (303.651.8501) request an Angel Volunteer Page.
☐ Provide Dispatch with Call Back Number for Volunteer Coordination.
☐ Share applicable information with the Volunteers (i.e. transport location, phone numbers, etc.)
☐ When two volunteers are assigned, contact Dispatch for follow up page (request has been filled).
☐ SAFETY CHECK Completed – if needed before transport to treatment.
☐ DETOX? Receiving Facility contacted and advised of transport?

Case Management Assignment:

☐ Shared Calendar referred to for next available Case Manager.
☐ Appointment made on Assigned Case Manager Schedule with Participant information.
☐ Text or Email sent to assigned Case Manager and Emily w/ Participant Name and Appt Date/Time.
☐ Participant Advised of Next Step with Case Manager, Appt Date/Time and Angel Initiative Info.
☐ Referral Packet relayed to assigned Case Manager for entry into CiviCore.

Unable to Respond At Time Requested:

☐ Make sure you or the next On Call Case Manager collects Referral Form from “LEAD/ANGEL” basket.
☐ Complete Case Management Assignment Steps.