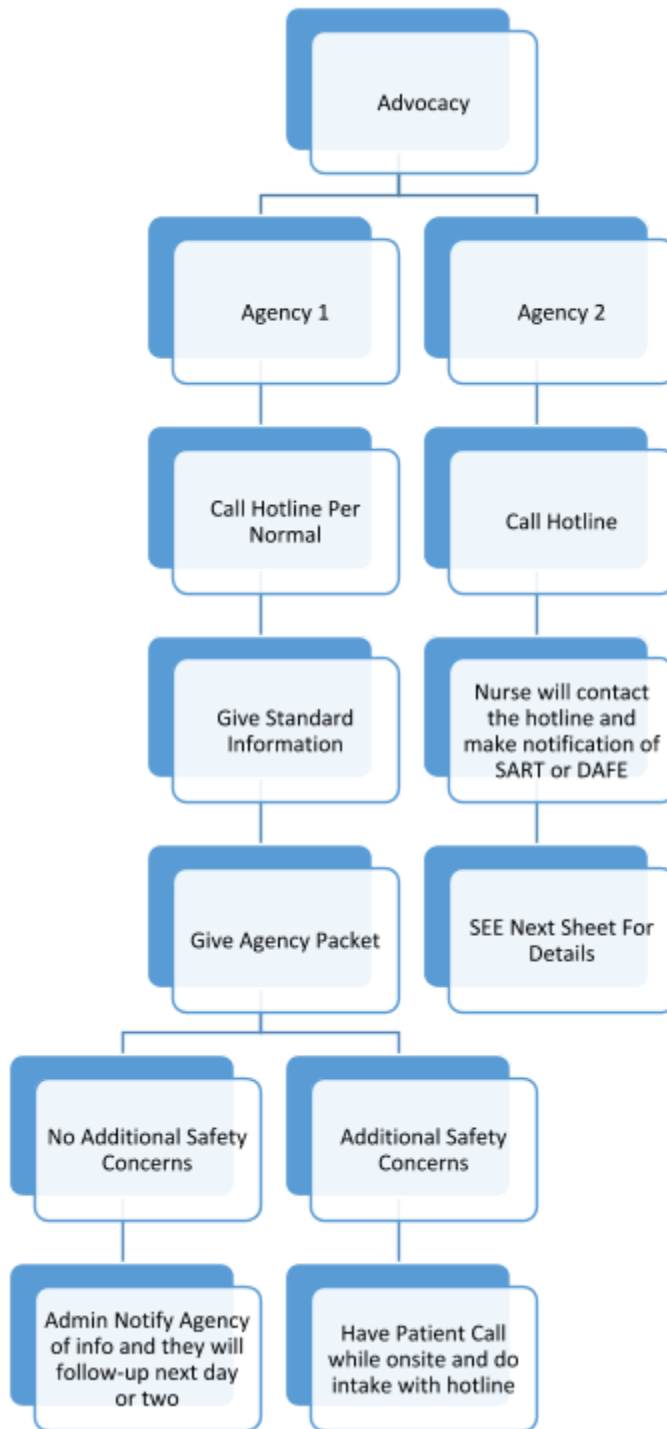


1. Receive call from Law Enforcement or Child Welfare Services (*follow appropriate deferral process) for forensic interview appointment
 - a. Gather case information/complete CAP Intake Form.
 - b. Notify requesting agency regarding COVID-19 Prescreening Protocol
 - c. Schedule with appropriate forensic interviewer
 - d. Notify appropriate nurse, who will contact detective/ triage for non-acute exam
 - e. Create Outlook appointment, include all CAP team members
 - f. COVID-19 Prescreening tool complete within 24 hours of appointment
2. Create new folder for patient (in Secure Forensic Reports Drive, CAP) with the following three sub folders
 - a. FI Report
 - i. Anatomical Drawings
 - b. FI Video
 - c. Misc. Forms
 - i. CAP Telephone-Intake Form
 - ii. CAP Face Sheet
 - iii. COA fillable ?
 - iv. Patient labels
 - v. Family Needs Assessment Form
 - vi. Discharge Plan Form
3. Create patient label in Word Document, save in patient chart in Misc. Forms Folder
4. Forensic Interviewer arrives to the Center
 - a. Get new chart (premade charts)
 - b. Print CAP Face Sheet
 - c. Print patient labels, full sheet
 - d. Place patient labels on chart and on other misc forms
5. When patient arrives to the Center
 - a. Ensure prescreening was done, otherwise follow appropriate algorithm
 - b. Obtain appropriate signatures for COA
 - c. Provide caregiver with Family Needs Assessment Form and instruct him/her to call (? Number on form, needs to be updated) Case Coordinator for immediate telephone case consultation. Caregiver can use his/her own phone, or can use the handheld phone located in hallway.
6. Case Coordinator to complete needs assessment via telephone consult. Complete Discharge Plan Form and print for interviewer to provide to caregiver prior to leaving the Center.
7. Interviewer will follow steps in setting up and stopping video recording for interview.

- a. Save recording in secure forensic drive, in patient's chart under FI Video folder
8. Interviewer will scan the following forms in patient's chart under Misc. Forms
 - a. Signed COA
 - b. Completed Family Needs Assessment
 - c. Anatomical Drawings
 - d. Therapy Referral
9. Interviewer will debrief with case coordinator and see if any follow up is needed
10. Interviewer will wipe down all touched items in lobby, admin office, observation room, and interview room



Agency 2 Requests:

1. Nurse will contact the hotline and make notification of a SART or DAFE
2. Hotline staff will notify advocate per normal process
3. Advocate will call nurse and give them their phone number
4. Nurse will meet patient at designated location
5. Nurse will call advocate's phone from landline in private room & introduce the two
6. Advocate and survivor will confidential conversation
7. Nurse performs exam
8. Nurse calls advocate from landline, with client consent, for confidential conversation with survivor (about resources, follow-up, etc.)
9. Nurse give patient packet
10. Advocate calls nurse for client information