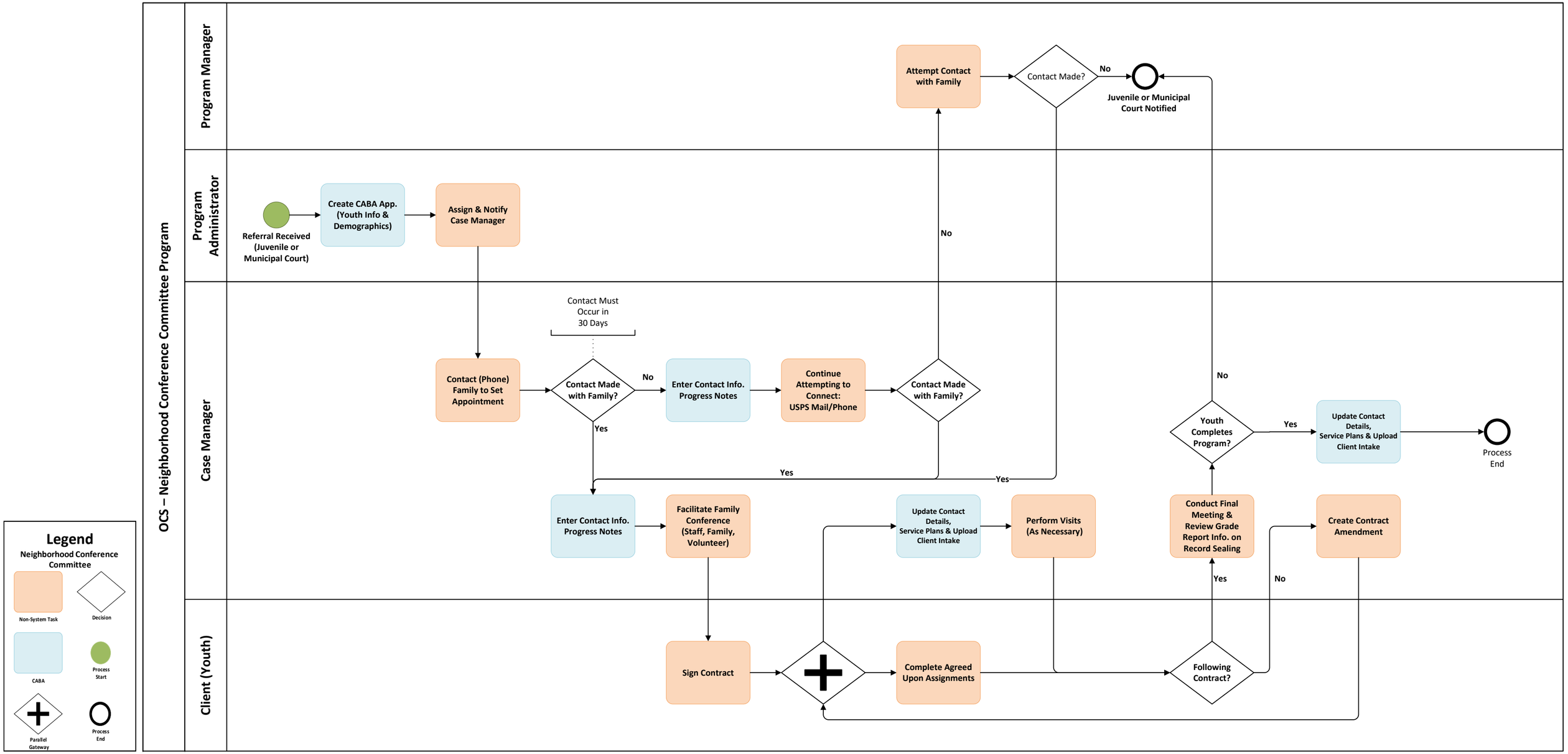
OCS – Neighborhood Conference Committee Program
Program Manager
Program Administrator
Case Manager
Client (Youth)
Referral Received (Juvenile or Municipal Court)
Create CABA App. (Youth Info & Demographics)
Assign & Notify Case Manager
Contact (Phone) Family to Set Appointment
Contact Must Occur in 30 Days
Contact Made with Family?
No
Yes
Enter Contact Info. Progress Notes
Continue Attempting to Connect: USPS Mail/Phone
Contact Made with Family?
Yes
No
Attempt Contact with Family
Contact Made?
No
Juvenile or Municipal Court Notified
Enter Contact Info. Progress Notes
Facilitate Family Conference (Staff, Family, Volunteer)
Sign Contract
Update Contact Details, Service Plans & Upload Client Intake
Perform Visits (As Necessary)
Complete Agreed Upon Assignments
Following Contract?
Yes
No
Conduct Final Meeting & Review Grade Report Info. on Record Sealing
Create Contract Amendment
Youth Completes Program?
No
Yes
Update Contact Details, Service Plans & Upload Client Intake
Process End
Legend
Neighborhood Conference Committee
Non-System Task
Decision
CABA
Process Start
Parallel Gateway
Process End