

# Menu of Intake & Referral Forms Considerations

## Intake & Referral Forms

### Menu of Potential Intake Form Items

#### Client Information

- Contact Information: Name, Address, Phone, Email
- Preferred method of contact? Safe to contact or leave message? Permission to be contacted?
- Demographics: Race/Ethnicity, Gender Identity, Sexual Orientation, Relationship Status, Disability Status/Accessibility Needs, Preferred Language Spoken/Read, Interpretation or Translation Needed, Household Income, Student?
- Intake, Referral, Follow-up, Release & Network Information
- Intake Staff Name, Intake Language, Intake Date
- Incoming referral: Referred by, date of referral, urgency, contact person is primary victim/service provider
- What does the client want/need? (See Questions to Consider in Appendix B)
- Outgoing referral: Referrals provided within Network/outside of Network
- Follow-up: Are there any follow-up concerns? Summary of follow-up contacts
- Release: Were privilege, confidentiality, mandatory reporting explained to the client?

#### Information about the Crime

- Dates: offense(s), crime reported (to whom), age at victimization
- Case Info: police report #, detective, charged?, jurisdiction, prosecutor name, victim/witness assistance name, case# (civil/criminal), community-based advocate
- Crime Info: What happened? (See Questions to Consider in Appendix B), type of victimization, defendant name/date of birth/relationship to victim

#### Victims' Needs & Concerns

##### *Legal Needs*

- What are the legal concerns, describe the legal issues, describe the client's objective
- Areas of Legal Need:
- Access to government benefits/health care/ disability services
- Civil Legal: tort, protection order, SLAPP
- Civil Rights/Accommodation/Access: language access, lack of disability accommodation,
- Criminal: assistance reporting, upcoming court date, legal representation, understanding of system, advocate or court accompaniment, compensation, rights enforcement in criminal proceedings, restitution
- Education: discrimination, harassment, Title IX, FERPA
- Elder Law: conservatorship, power of attorney, wills & estates
- Employment: discrimination, harassment, wage claims, worker compensation
- Family Law: child/spousal support, custody/visitation, divorce/dissolution, paternity
- Financial/Consumer: bankruptcy, identify theft, fraud
- Housing: breaking lease, rent control violations, habitability, unlawful detainer

- Immigration: asylum, deportation/removal, family-based, naturalization, SIJS, T Visa/U Visa/VAWA
- Privacy, address confidentiality, identity change
- Military: benefits, court martial

*Non-Legal Needs*

- Describe the social service needs, summary of victims' needs and concerns
- Types:
  - Basic Needs: food, income, housing, public benefits
  - Safety planning
  - Family & Community: family, parenting, child care, social support, spirituality
  - Disabilities/Accessibility: comprehension, cognitive functioning, mobility, transportation, disability-related issues
  - Health: physical, mental, suicide, trauma, substance use
  - Education & Employment: education, GED, ESL, employment, job training, resume
  - Other
- How did you hear about us?