



## REFERRAL PROCESS FLOW CHART (With Committee Involvement)

Referral by OPS/Odawa/Crown/Defence/Internal/Community/Self

RJ Liaison reviews referral file, prepares file for presentation to IRJC

IRJC reviews client file, depending on nature of offence and referral stream, consensus to accept the file is required

If accepted, IRJC members are assigned as facilitators

If denied, IRJC informs RJ Liaison and case is sent to referral source

RJ Liaison conducts an intake meeting with the person who caused harm and determines initial supports needed. The RJL describes the program process, client commitment and participation, length and possible outcomes

RJL contacts the person harmed(if applicable) initial supports offered and potential participation in the RJ process, expectations and possible outcomes. If the person who was harmed decides not to participate, the case continues with the person who caused the harm

RJ Caseworker coordinates RJ conferencing. If applicable, all parties meet to discuss final reparation/healing

If an agreement is reached, the facilitators report back to RJ caseworker, including recommendations for accessing internal/external culturally relevant referrals

If unable to reach an agreement, facilitators report back to RJ Caseworker, and a report is created then sent back to the referral source

RJ caseworker sets up internal/external referrals and monitors progress

RJ Caseworker presents and reports to the IRJC of file completion. If all is satisfactory, IRJC approves report for submission

RJ Liaison submits final report to referral source