## PROCESSING A REQUEST

## SHORT-TERM CARE IN RESIDENCE AND RESPITE EMERGENCY SITUATION **PARENTS PARENTS** SOCIAL WORKER SOCIAL WORKER DPJ/ Social emergency (1) Request and completed documents sent to the admitting (2) CRME Residences office of the CRME Decision Admitting Committee If the child is accepted, Submission of documents by the Decision DPJ to the residence unit Response to the social worker Admitting the child Who responds to the parents The first business day following admission, Analysis of the child's accommodation needs with the referral agent Decision and referral of the user to the most appropriate residential resource.

(1) Requests for institutional residences or respites must be sent to: CRME

Medical Records Department 5200 Bélanger Street East Montreal, QC H1T 1C9

Phone: (514) 374-1710 ext. 8013 8 am to 4 pm (2) Requests for short-term care in an emergency situation must be sent to:

Head Assistant Nurse Residence-Respite Unit CRME