

FAMILY &  YOUTH ADVOCACY
CENTER

Legal Services for At-Risk Families

INTAKE APPOINTMENT CHECKLIST

Prospective client name: _____

- Risk and Needs Assessment completed (electronically)
- Case Plan, Action Steps, and Deadlines (electronically)
- Terms and Extent of Representation form signed by client and copy given to client
- Race Self-Identify form completed by client
- Protective Factor Survey completed with client
- Release of Information signed by client (if necessary)
- Copies of client's ID and any other relevant documents made