Program Workflow: Processes In Processes

Within your main program there are likely one or more sub-processes that happen. Sometimes these processes happen more than once – as with home studies, parent education, or any kind of regular report. Take a moment to break down one of the repeated processes within your program

Name of Process:
Ex: Home Study

What causes this process to begin? *Ex: Family signs home study agreement*

Step 1: *Ex Family supplies documents, our staff reviews them*

Step 2: *Background checks are conducted on each person in the home*

Step 3: *Ex: Home visits are scheduled and conducted by our staff or a contracted provider.*

Step 4: *Home study is written by the home study provider.*

Step 5: *Home study is approved, copy is sent to the family, and the case stage is changed to "Approved & Waiting" to begin the matching process.*