



AN ALBERTA SOCIETY FOR CITIZENS WITH DISABILITIES

"CHANGE, GROWTH & OPPORTUNITY"
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TEL: 403-258-1501 FAX: 403-258-1577
EMAIL: INFO@CHRYSLIS.AB.CA WEBSITE: WWW.CHRYSLIS.AB.CA

For those of you interested in joining the programs and services offered at Chrysalis, here is the intake process that must be followed in order to successfully apply for acceptance.

Step 1- Inquiry

This is the initial stage of the intake process. Here you will determine if you are eligible to apply for the services offered through Chrysalis. If an Intake Coordinator deems you eligible, you will move on to the next step in the process. If you are ineligible, you will be referred to a different service provider.

Step 2- Person Centered Plan

Once deemed eligible for Chrysalis services, you will meet with the Intake Coordinator to develop a modified Person Centered Plan (PCP) report. This will highlight what you wish to not only accomplish within the services but on a broader spectrum as well. It will provide us with a better understanding of what goals to set and how they can be achieved.

Step 3- Program Manager Review

Upon completion of the modified Person Centered Plan, it will be sent to the Program Manager for review. The manager will review the file and provide feedback as to whether this service is one that will help meet the objectives you are looking to achieve. Their finding will then be submitted back to the Intake Coordinator and the next step will be taken from there.

Step 4- Application Process

After the Program Manager has reviewed your PCP and presented their feedback to the Intake Coordinator, you will then begin the application process to formally apply for service. At this point, an individual will be given a medical(s) to be filled out and submitted as part of the application process. Once the Medical form(s) are returned, an Individual Service Request (ISR) will be completed and submitted to the PDD Coordinator for review.

Step 5- Approval

Once the PDD Coordinator has reviewed and approved the application materials, an approval letter will be sent back to the Chrysalis Intake Coordinator informing them that funding has been approved and we can now move forward with admittance. From this point, your file will be handed over to assessment where a 10 day assessment phase will take place.



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If you have any questions about the Intake Process, please feel free to contact one of our Intake Coordinators:

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