By following these best practices, we can all facilitate a more informed and collaborative intake meeting.

1. **Review Referral Information:**
    - Prior to Referral, VRS staff should communicate with the Community Partner before sending the referral. VRS will provide a completed VRS Referral Form with necessary documentation attached prior to the intake meeting being scheduled. Community Partners are encouraged to make use of the VRS Referral Form and documentation to fill out their agency's paperwork before the meeting. This information will be provided by VRS in advance of the scheduled intake meeting.
2. **Establish a Welcoming Environment:**
    - VRS staff and Community Partner staff will begin the intake meeting by creating a welcoming and comfortable environment. Partner staff can work to establish rapport with the individual and emphasize that the purpose of the meeting is to collaboratively address their needs and goals.
3. **Introduce Yourself and Your Role:**
    - Everyone in attendance should introduce themselves and their role in the process. Explain the purpose of the intake meeting, what to expect, and how the information gathered will be used to tailor individualized supports and services.
4. **Expectations:**
    - Clearly communicate the expectations and goals of the intake process. Discuss the potential next steps and provide information on what the individual can anticipate as the process unfolds.
5. **Respect Privacy and Confidentiality:**
    - Reiterate the importance of privacy and confidentiality. Assure the individual that the information shared will be handled with discretion and only disclosed as necessary for their benefit and support.
6. **Follow-Up Plan:**
    - Establish a follow-up plan, including timelines for any assessments, additional information gathering, or subsequent meetings. Clearly communicate the next steps and ensure the individual is informed about the ongoing process.