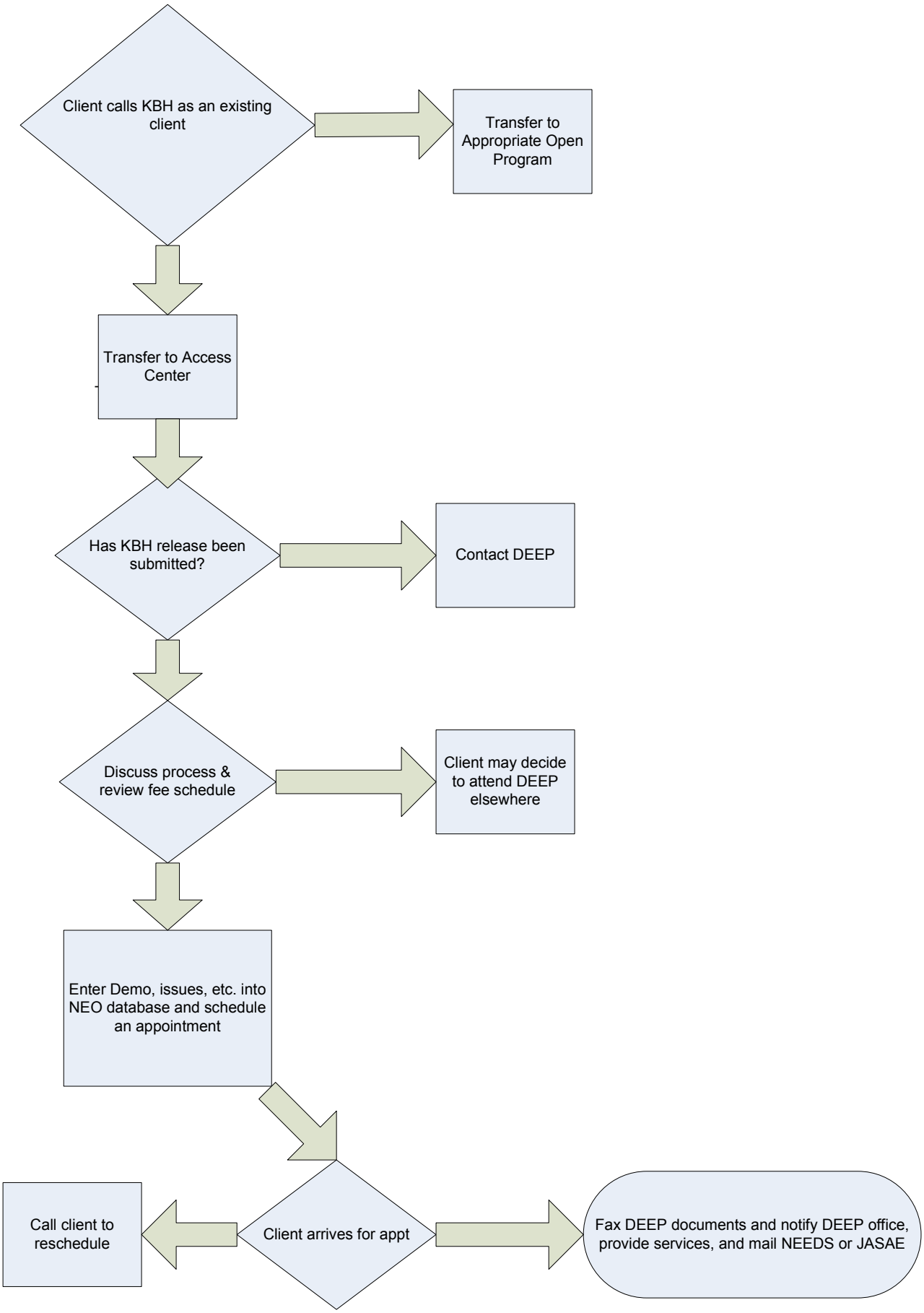
Client calls KBH as an existing client
Transfer to Appropriate Open Program
Transfer to Access Center
Has KBH release been submitted?
Contact DEEP
Discuss process & review fee schedule
Client may decide to attend DEEP elsewhere
Enter Demo, issues, etc. into NEO database and schedule an appointment
Client arrives for appt
Call client to reschedule
Fax DEEP documents and notify DEEP office, provide services, and mail NEEDS or JASAE