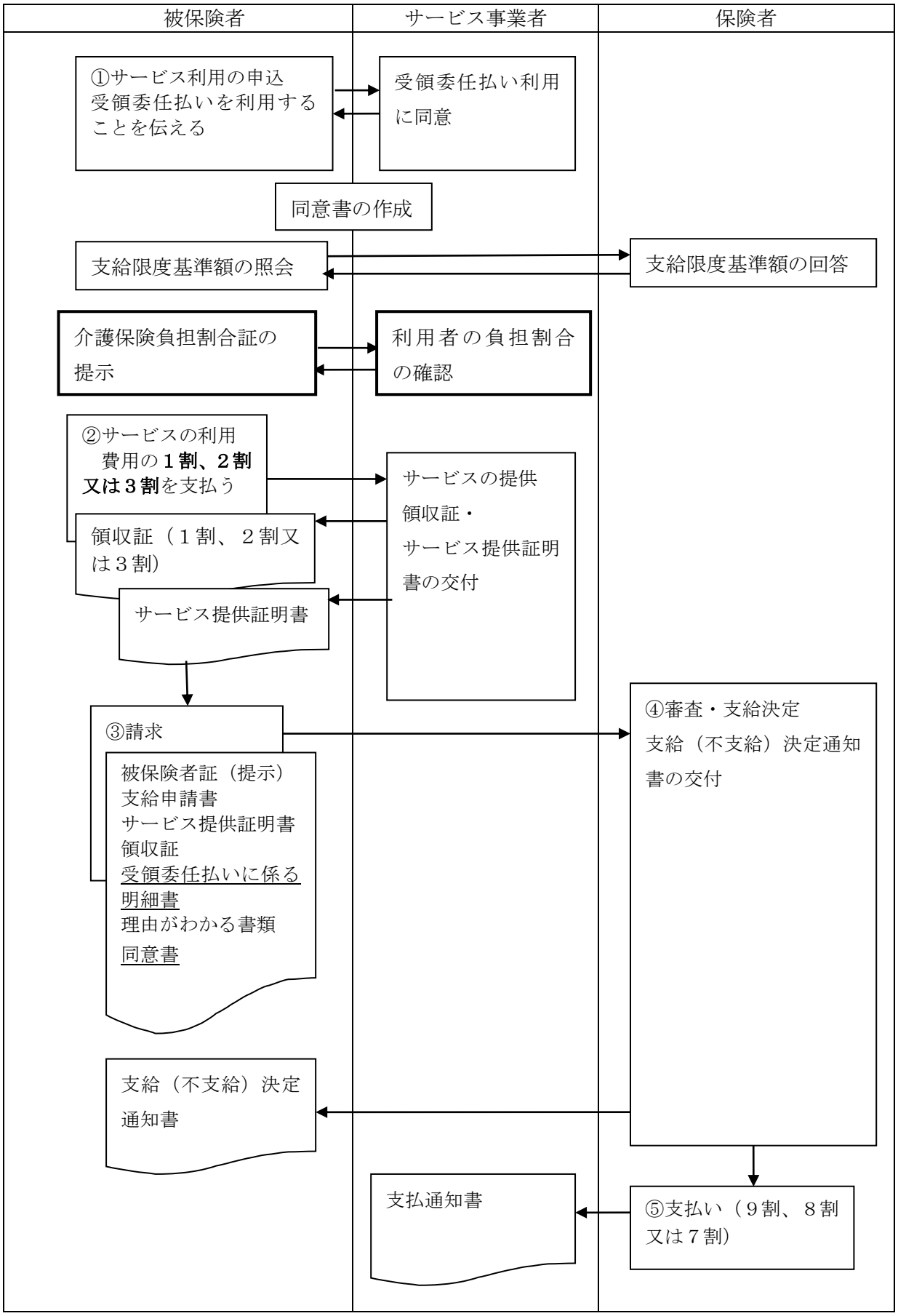緊急短期入所サービス　事務フロー