

Initial Referral Management

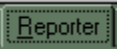
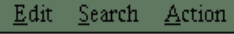

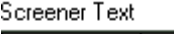
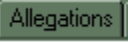
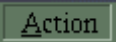





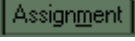

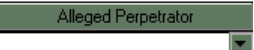
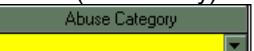
There are two (2) initial referral methods to choose from: Traditional or Zippy

Zippy shows only 6 pages and no notebooks. It contains only the minimum information needed to save the initial referral to the database

Window

✓ Zippy Referral Display Default

Traditional Referral Display Default

Create "New" Referral	Record Reporter Information	Search for "Existing" Clients	Attach "Existing" Clients	"Screener Narrative"	Create "New" Allegations	Assignment	Determine Response
Click on the "+" under Referral Folder.	Go to reporter page. 	click on the "Search" button 	Click on "Attach/Detach" 	Enter in Screener Text box at bottom of ID page. Screener Text 	Click on the "Allegations" page. 	System will default to "logged on worker"	Go to Action  Select Determine 
	If client is a "mandated" reporter, click appropriate box. <input type="checkbox"/> Mandated Reporter	Use as few search elements as possible to get a viewable search.	Select from clients listed. Check 	May be moved to document in system. Click on "+" in Create New box 	Select a victim (Mandatory)  This will list only "child" clients	If county requires make assignment in the assignment page. 	Determine what response is appropriate.. If you select an in-person response, the "system" does not require approval.
Complete known information in six pages shown	Fill out all known information. <i>Remember: If a mandated reporter must click:</i> <input type="checkbox"/> Feedback Required	Open abstracts for any clients close to suspected clients in your referral. Follow county policy regarding any duplicate clients.	Create "New" Clients required by clicking the plus in the  page	Screener Narrative Document box to right of Screener Text box	Select a perpetrator (Optional)  This will list all clients. Select an abuse category (Mandatory)  Repeat for each allegation	HINT <i>Be sure each child client has an an age .under 19 years.</i>	If you select other than an in-person response, the "system" will request an approval. Note: County policy may require approval regardless of selection.
Save to DATABASE							

Initial Referral Management



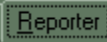
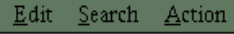
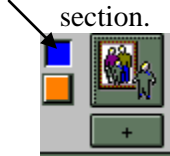
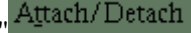

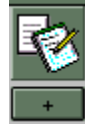


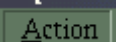


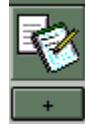

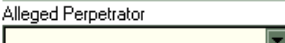


There are two (2) initial referral methods to choose from: Traditional or Zippy

Traditional show all referral notebooks and pages.

Window

Zippy Referral Display Default

✓ Traditional Referral Display Default

Create "New" Referral	Record Reporter Information	Search for "Existing" Clients	Attach "Existing" Clients	"Screener Narrative"	Create "New" Allegations	Assignment	Determine Response
<p>Click on the "+" under Referral Folder</p> 	<p>In referral management Section</p>  <p>Go to reporter page.</p> 	<p>click on the "Search" button</p> 	<p>Go to client management section.</p>  <p>Click on "Attach/Detach"</p> 	<p>In the referral management section</p>  <p>Create a new document by clicking on the "+" under the document notebook</p> 	<p>Still in the green section, click the "+" under the allegation notebook.</p> 	<p>System will default to "logged on worker"</p> <p>If county requires make assignment in the assignment page.</p> 	<p>Go to Action</p>  <p>Select Determine</p> 
	<p>If client is a "mandated" reporter, click appropriate box.</p> <p><input type="checkbox"/> Mandated Reporter</p>	<p>Use as few search elements as possible to get a viewable search.</p>	<p>Select from clients listed. Check</p>  <p>page</p>	<p>Select "Screener Narrative" from the options. Enter narrative, following advice on top of form</p> 	<p>Complete the Alleged Victim, and Abuse Category, they are mandated fields. The Perpatrator is an optional field, complete if known.</p> <p>People Involved</p> <p>Alleged Victim</p>  <p>Alleged Perpetrator</p>  <p>Abuse Category</p> 		<p>Determine what response is appropriate.. If you select an in-person response, the "system" does not require approval.</p>
	<p>Fill out all known information.</p> <p><i>Remember: If a mandated reporter must click:</i></p> <p><input type="checkbox"/> Feedback Required</p>	<p>Open abstracts for any clents close to suspected clients in your referral. Follow county policy regarding any duplicate clients.</p>	<p>Create any "New" Clients required by clicking the "+"</p> 		<p><i>HINT</i> Be sure each child client has an an age.under 19 years</p>		<p>If you select other than an in-person response, the "system" will request an approval. Note: County policy may require approval regardless of selection.</p>

Save to DATABASE