

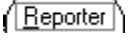

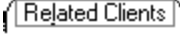
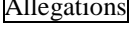
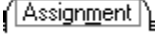

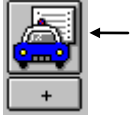



ZIPPY REFERRAL

<p>Window</p> <ul style="list-style-type: none"> ✓ Zippy Referral Display Default Traditional Referral Display Default 	<p>Underneath the 'Window' menu, be sure that Zippy Referral is selected as the default. Every new referral that is created will begin with Zippy.</p>
<p>Create New Referral</p> 	<p>Begin the referral here.</p>
	<p>Enter basic identifying information here. Referral Name is 'Mother's Name'. Common Address– where the children live. <i>Some county's record their referral narrative in the 'Screener Alerts' section on the bottom of the ID page.</i></p>
	<p>Enter as much information about the Reporter as possible.</p>
	<p>SEARCH for clients before adding. Attach any clients that you locate. Use the + button to add new clients. Use the Grid Refresh bar to allow attached clients to populate the page.</p>
	<p>Enter relationships for everyone in the drop-down boxes.</p>
	<p>Record all allegations of abuse here. Use the + button to add allegations.</p>
	<p>Record assignment of the referral here.</p>
<p>SAVE TO DATABASE – Retrieve Referral</p>	
<p>OPTIONAL STEP Create New Document - Screener Narrative</p> 	<p>Select 'Screener Narrative' from the document list to record your narrative in Word. Save, Print & Close. <i>This step is optional if your county chooses to record the initial narrative in the 'Screener Alerts' section on the bottom of the ID page.</i></p>
<p>Create Cross Report (Suspected Child Abuse Report) if applicable. Check under Reminders if you are not sure!</p>  	<p>After using the Create New Cross Report icon, then select Print Report from the File menu to actually print the document. Close Word. <i>*If your county does not send a cross report – be sure to check the box 'report not sent' in the Notebook and do not print.</i></p>
<p>Determine Response and Print Referral Document</p> <p>SAVE TO DATABASE</p>	<p>Under the Action menu, use the 'Determine Response' command to record response time of the referral. Request pending approval for the referral and print the document.</p>