

# Receiving Referral



- » To complete the referral, run the Referrals Report located in: Navigation Panel>Reports>Referrals
  - ▶ Select “Incoming Referrals to Provider” for your Agency (Level 2 Provider)
  - ▶ Select Outstanding
  - ▶ Select a Date Range or simply click Build Report
  - ▶ Sort by Ranking and select client
  - ▶ Click the Need Type – you will be routed to the Need Screen where you will update the Outcome of Referral.

Reports > Referrals
Type here for Global Search

- ▶ Last Viewed
- ▶ Favorites
- ▶ Home
- ▶ ClientPoint
- ▶ ResourcePoint
- ▶ Reports
- ▶ Admin
- ▶ Logout

**Report Options**

Provider\* Community Hope Center of Osceola County (735) ▼

This provider AND its subordinates  This provider ONLY

Referral Type\* Incoming referrals to provider ▼

Referral Status  Outstanding  Closed  ALL

Referral Outcome -All- ▼

Referral Date Range  /  /

Sort Order Please Select a Sort Order

**Report Results**

Referral Date ▼	Name	Group ID	Ranking	VI-SPDAT	VI-FSPDAT	Need Type	Referred By	Referred To	Referral Outcome
01/19/2017 10:38:40 AM	(173157) Rescober, Estrellita Castor		HUD - RRH Navigation			At Risk/Homeless Housing Related Assistance Programs	CES - Rapid Re-Housing (RRH) Match	Community Hope Center of Osceola County	
01/19/2017 10:36:51 AM	(177903) Hernandez, Jasmin		HUD - RRH Navigation			At Risk/Homeless Housing Related Assistance Programs	CES - Rapid Re-Housing (RRH) Match	Community Hope Center of Osceola County	
01/19/2017 10:34:38 AM	(178000) Kuhns, Jeannette		HUD - RRH Navigation			At Risk/Homeless Housing Related Assistance Programs	CES - Rapid Re-Housing (RRH) Match	Community Hope Center of Osceola County	
01/19/2017 9:40:27 AM	(177933) Barrios, Zuyuri		HUD - RRH Case Management			Rapid Re-Housing Programs	CES - Rapid Re-Housing (RRH) Match	Community Hope Center of Osceola County	
01/11/2017 12:00:00 AM	(129521) Ortiz-Delgado, Elibette		HUD - RRH Navigation			At Risk/Homeless Housing Related Assistance Programs	CES - Rapid Re-Housing (RRH) Match	Community Hope Center of Osceola County	
01/11/2017 12:00:00 AM	(177705) McCoy, Dana		HUD - RRH Navigation			At Risk/Homeless Housing Related Assistance Programs	CES - Rapid Re-Housing (RRH) Match	Community Hope Center of Osceola County	

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Homeless Services Network of Central Florida  
 4065-D L.B. McLeod Road | Orlando, FL 32811 | (407) 893-0133 | www.hsncl.org

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## » Once in the Need Screen

- ▶ Scroll down to Referral Data
- ▶ Update Referral Outcome by clicking on the drop down and selecting "Accepted"

**Referral Data**

Referred-To Provider	Community Hope Center of Osceola County (735)
<b>Needs Referral Date *</b>	01 / 19 / 2017    10 : 38 : 40 AM
Referral Ranking	HUD - RRH Navigation
VI-SPDAT Score	Please Select a VI-SPDAT Score <input type="button" value="Search"/> <input type="button" value="Clear"/>
VI-FSPDAT Score	Please Select a VI-FSPDAT Score <input type="button" value="Search"/> <input type="button" value="Clear"/>
Referral Outcome	<div style="border: 2px solid red; padding: 2px;"><ul style="list-style-type: none"><li>-Select-</li><li>-Select-</li><li>Accepted</li><li>Accepted on Wait List</li><li>Declined</li><li>Canceled</li></ul></div>

**Follow Up Information**

Projected Follow Up Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Follow Up User	Community Hope Center of Osceola County (735) -Select-
Follow Up Made	-Select-
Completed Follow Up Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

**Need Status and Outcome**