

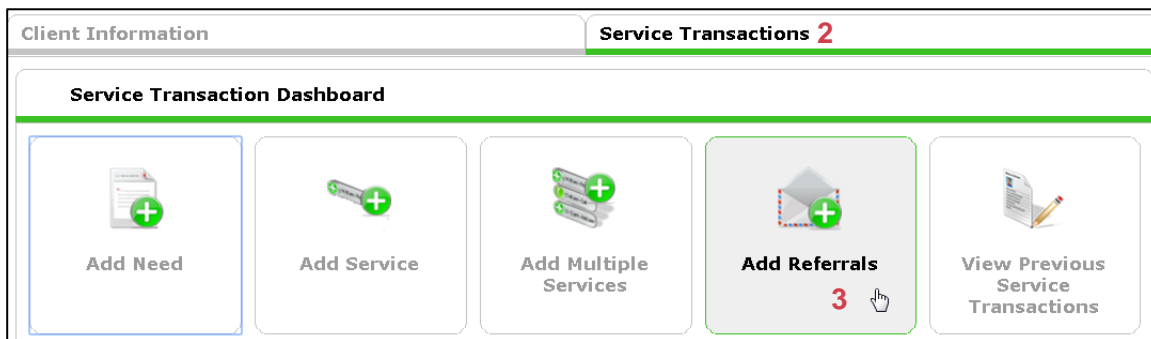
EXIT COMMUNITY OUTREACH REFERRAL

Before adding a referral to Exit Community Outreach ensure that the correct ROI has been signed by the client and uploaded into HMIS. This Cross Agency ROI Form, titled the "FOIP Release of Information (ROI) Form", can be found here:

<http://calgaryhomeless.com/content/uploads/FOIP-Release-of-Information-ROI-Form.pdf>

How to add a referral

1. Open the client file
2. Click on the Service Transactions tab
3. Click Add Referral

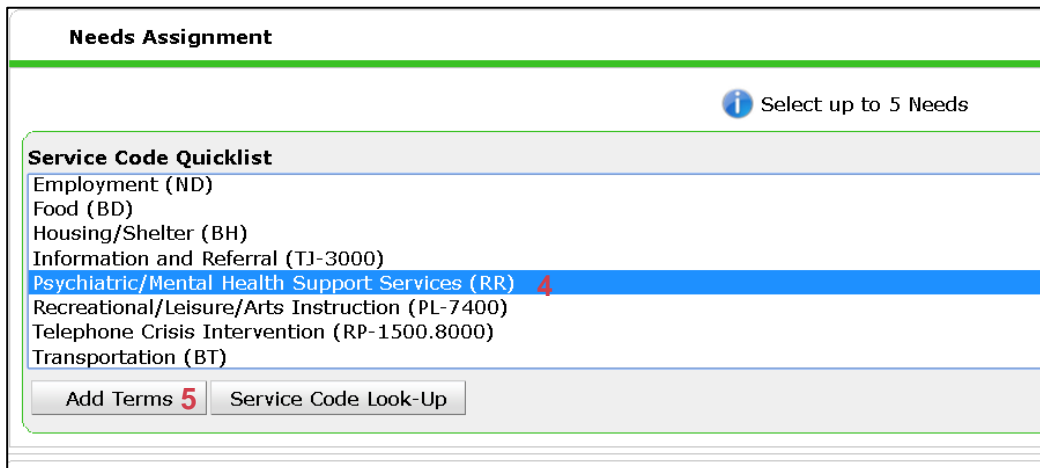


Client Information | **Service Transactions 2**

Service Transaction Dashboard

Add Need | Add Service | Add Multiple Services | **Add Referrals 3** | View Previous Service Transactions

4. Choose Service Code Psychiatric/Mental Health Support Services (RR)
5. Click Add Terms



Needs Assignment

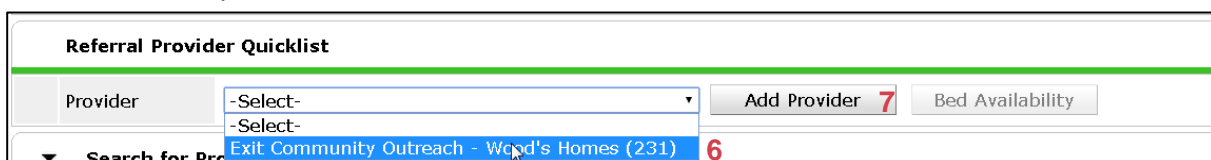
Select up to 5 Needs

Service Code Quicklist

- Employment (ND)
- Food (BD)
- Housing/Shelter (BH)
- Information and Referral (TJ-3000)
- Psychiatric/Mental Health Support Services (RR) 4**
- Recreational/Leisure/Arts Instruction (PL-7400)
- Telephone Crisis Intervention (RP-1500.8000)
- Transportation (BT)

Add Terms 5 | Service Code Look-Up

6. In the drop down under **Referral Provider Quicklist** choose Exit Community Outreach – Woods Homes
7. Click Add provider



Referral Provider Quicklist







Provider: -Select- | Add Provider 7 | Bed Availability



Search for Provider: **Exit Community Outreach - Wood's Homes (231) 6**

- Click Check to notify ServicePoint Providers by Email

Refer to Providers

Referral Data

Needs Referral Date *	06 / 26 / 2015    11 : 41 : 11 AM
Referral Ranking	-Select-
Projected Follow Up Date	/ /   
Follow Up User	Hope Homes - McMan (123) -Select-

 **8**  [Check to notify ServicePoint Providers by Email.](#)

- Scroll Down and Click Save All

- Don't forget to email the HMIS team at HMIS@Calgaryhomeless.com to let us know the client ID, and requesting us to open visibility to Woods Exit Reach.