

Referral Process

- Assign individual to appropriate Referral Team – this will be the team in which you are referring the individual to (see guideline below)
- Complete Referral service under Referral Program. Complete the Program Specific tab for referrals to the following programs:
 - Adult MH CM
 - IDC
 - IDC Employment
 - Infant & Toddler Services
 - PATH CSU Staff Only
 - Yth-Req for Psychological
 - PACT Referral
 - Project LINK
 - PCIT Referral
- Once the referral service has been completed, email the appropriate Program Manager/Coordinator of the completed referral.
- Referral Teams will be reviewed by designated program staff
 - To view individuals on your referral team:
 - Go to the Individual tab
 - Click Advanced Search
 - Choose the Referral Team you would like to review
 - Click Filter
- Complete Referral Follow-Up and Referral Disposition services as appropriate
- Unassign individual from appropriate Referral Team when referral is satisfied

Referral Teams	Location	Services
Refer – ABHS – Fwd Clinic	Fernwood	MH Counseling
Refer – ABHS – Fwd Crisis Stab	Fernwood	Ambulatory Crisis Stab
Refer – ABHS – Fwd MH CM	Fernwood	MH Case Management
Refer – ABHS – Fwd MHSb	Fernwood	Mental Health Skill Building
Refer – ABHS – Fwd OBOT	Fernwood	OBOT
Refer – ABHS – Fwd PSR	Fernwood	Psychosocial Rehab
Refer – ABHS – Fwd Psych	Fernwood	Psychiatric Services
Refer – ABHS – Fwd SA	Fernwood	SA Counseling, SA IOP, SA Case Management
Refer – ABHS – SCCC SUD	Smyth Crisis Care Center	SA Counseling, SA IOP
Refer – ABHS – Smyth Clinic	Smyth	MH Counseling
Refer – ABHS – Smyth Crisis Stab	Smyth	Ambulatory Crisis Stab
Refer – ABHS – Smyth MH CM	Smyth	MH Case Management
Refer – ABHS – Smyth MHSb	Smyth	Mental Health Skill Building
Refer – ABHS – Smyth OBOT	Smyth	OBOT
Refer – ABHS – Smyth PSR	Smyth	Psychosocial Rehab
Refer – ABHS – Smyth Psych	Smyth	Psychiatric Services

Refer – ABHS – Smyth SA	Smyth	SA Counseling, SA IOP, SA Case Management
Refer – ABHS – Wythe Clinic	Wythe	MH Counseling
Refer – ABHS – Wythe Crisis Stab	Wythe	Ambulatory Crisis Stab
Refer – ABHS – Wythe MH CM	Wythe	MH Case Management
Refer – ABHS – Wythe MHSb	Wythe	Mental Health Skill Building
Refer – ABHS – Wythe OBOT	Wythe	OBOT
Refer – ABHS – Wythe PSR	Wythe	Psychosocial Rehab
Refer – ABHS – Wythe Psych	Wythe	Psychiatric Services
Refer – ABHS – Wythe SA	Wythe	SA Counseling, SA IOP, SA Case Management
Refer – Adult ID SC Service	All Areas	Adult ID Support Coordination
Refer – Aux/Supp Housing	All Areas	Auxiliary and/or Supportive Housing
Refer – Cornerstone	All Areas	Adult CSU
Refer – Grayson House	All Areas	Grayson House
Refer – ID Residential	All Areas	ID Residential
Refer – ID Ther Cons	All Areas	Adult ID Therapeutic Consultation
Refer – Serv Facilitation	All Areas	Service Facilitation
Refer – SIDC	Smyth	Smyth IDC
Refer – TIDC	Fernwood	Twin County IDC
Refer – WIDC	Wythe	Wythe IDC
Refer – Youth Behav Tx	All Areas	Youth Behavioral Treatment
Refer – Youth Day Support	All Areas	Youth Day Support
Refer – Youth ID SC Service	All Areas	Youth ID Support Coordination
Refer – Youth ID Ther Cons	All Areas	Youth ID Therapeutic Consultation
Refer – Youth LINK	All Areas	Youth LINK
Refer – Youth Parenting	All Areas	Youth Parenting
Refer – Youth SA Opt	All Areas	Youth SA Outpatient
Refer – Youth TDT Carroll	Carroll	Therapeutic Day Treatment
Refer – Youth TDT Bland	Bland	Therapeutic Day Treatment
Refer – Youth TDT Galax	Galax	Therapeutic Day Treatment
Refer – Youth TDT Grayson	Grayson	Therapeutic Day Treatment
Refer – Youth TDT Smyth	Smyth	Therapeutic Day Treatment
Refer – Youth TDT Wythe	Wythe	Therapeutic Day Treatment
Refer – Youth Fwd	Fernwood	Youth MH Case Management, Psychiatric and MH Counseling
Refer – Youth Grayson/Galax	Grayson/Galax	Youth MH Case Management, Psychiatric and MH Counseling
Refer – Youth PATH CSU	All Areas	Youth CSU
Refer – Youth Smyth	Smyth	Youth MH Case Management, Psychiatric and MH Counseling
Refer – Youth Wythe	Wythe	Youth MH Case Management, Psychiatric and MH Counseling
Referral – PACT	All Areas	Adult PACT

How to Check Your Referral Team

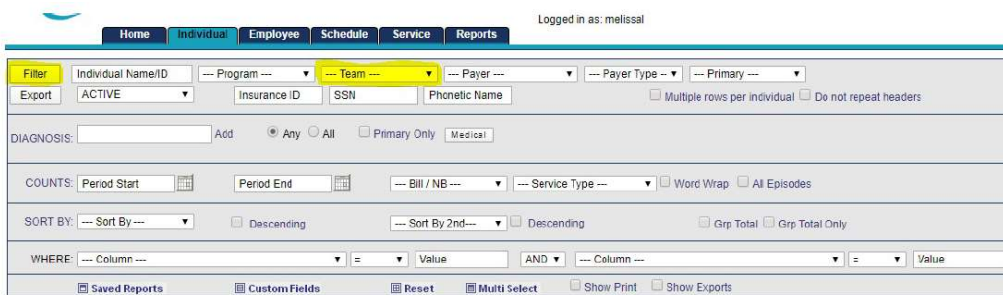
1. Click on the Individual tab
2. Click on “advanced search”



3. Choose your referral team from the “Team” dropdown menu.
4. Options for the “Team” for referrals

Refer-ABHS-Fwd Clinic	Refer-ABHS-Wythe CrisStab	Refer-Youth ID Ther Cons
Refer-ABHS-Fwd CrisStab	Refer-ABHS-Wythe MH CM	Refer-Youth LINK
Refer-ABHS-Fwd MH CM	Refer-ABHS-Wythe MHSb	Refer-Youth Parenting
Refer-ABHS-Fwd MHSb	Refer-ABHS-Wythe PSR	Refer-Youth SA Opt
Refer-ABHS-Fwd OBOT	Refer-ABHS-Wythe Psych	Refer-Youth TDT Carroll
Refer-ABHS-Fwd PSR	Refer-ABHS-Wythe SA	Refer-Youth TDT Bland
Refer-ABHS-Fwd Psych	Refer-Adult ID SC Service	Refer-Youth TDT Galax
Refer-ABHS-Fwd SA	Refer-Aux/Supp Housing	Refer-Youth TDT Grayson
Refer-ABHS-SCCC SUD	Refer-Cornerstone	Refer-Youth TDT Smyth
Refer-ABHS-Smyth Clinic	Refer-Early Intervention	Refer-Youth TDT Wythe
Refer-ABHS-Smyth CrisStab	Refer-Grayson House	Refer-Youth-Fwd
Refer-ABHS-Smyth MH CM	Refer-ID Residential	Refer-Youth-Grayson/Galax
Refer-ABHS-Smyth MHSb	Refer-ID Ther Cons	Refer-Youth-PATH CSU
Refer-ABHS-Smyth OBOT	Refer-Serv Facilitation	Refer-Youth-Smyth
Refer-ABHS-Smyth PSR	Refer-SIDC	Refer-Youth-Wythe
Refer-ABHS-Smyth Psych	Refer-TIDC	Referral-PACT
Refer-ABHS-Smyth SA	Refer-WIDC	
Refer-ABHS-Wythe Clinic	Refer-Youth Behav Tx	
Refer-ABHS-Wythe CrisStab	Refer-Youth Day Support	

5. Click Filter



6. This is your list of individuals on your referral team. It’s good to look at each individual’s profile to see when the last follow-up was completed. If no follow-up in the past week, have staff follow-up (and document the follow up attempts). If the individual is open to services and no longer needs to be on the referral team, complete a referral disposition documenting the disposition and have office staff close to the referral team.