

NEW Referral Process

Steps to adding a Referral

1. Service Transactions
2. Add Referrals
3. Referral Provider Quicklist
 - a. Use the drop down quicklist to select a Partner Agency (Add Provider)
 - b. **Do not use** Service Code Look-Up or Add Terms & Go To Search Results

Household Members

This Client is not a member of any Households.

Needs Assignment

Select up to 5 Needs

Service Code Quicklist

Identification Cards (DF-7000.3300)
Information and Referral (TJ-3000)

Add Terms Service Code Look-Up

Referral Provider Quicklist

Provider: -Select- Add Provider Bed Availability

4. If the referral or provider is **not listed** in the Quicklist. Use Search tool.

Note: Only use keywords when searching

Refine Provider Search Criteria

Search for Providers by using keywords for their Provider Name, AKA, or Description.

Search: Search Hide Advanced Search Options

Search for Provider based on their Physical Location or the Area Served.

City: State:

County / Parish: ZIP Code:

ServicePoint Users ONLY Type: -Select-

Search Clear All

Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
	Provider												Type	Phone	Location					Distance	Matched Needs						
+	Career Closet - Multi-Cultural Center of Sioux Falls												Level 4	605-367-1401	Sioux Falls, SD 57104					N/A	0/0						
+	Children's Inn - Shelter and Crisis Intervention Services - Children's Home Society												Level 4	605-338-0116	Sioux Falls, SD 57104					N/A	0/0						
+	Dress For Success												Level 4	605-610-0665	Sioux Falls, SD 57104					N/A	0/0						
+	General - Center of Hope												Level 4	605-334-9789	Sioux Falls, SD 57104					N/A	0/0						
+	General - St Francis House												Level 4	605-334-3879	Sioux Falls, SD 57103					N/A	0/0						
+	General - The Salvation Army Sioux Falls												Level 4	605-338-6649	Sioux Falls, SD 57103					N/A	0/0						
+	General - Union Gospel Mission												Level 4	605-334-6732	Sioux Falls, SD 57103					N/A	0/0						
+	Minnehaha County Services - Inter-Lakes Community Action Partnership (ICAP)												Level 4	605-334-2808	Sioux Falls, SD 57104					N/A	0/0						
+	Sioux Falls - Norton Avenue - Goodwill of the Great Plains												Level 4	605-731-1930	Sioux Falls, SD 57105					N/A	0/0						

Bed Availability Showing 1-9 of 9

5. Click the hyperlinked agency name in the **Selected Providers** area
6. Select from the list of referral options for that agency.
 - a. If Add Referral is **red** – that agency is currently not receiving referrals for that service.

7. If applicable – Add Notes to the referral for the receiving agency
8. Change Need Status to OPEN – **do not** complete Outcome

▼ Refer to Providers

Referral Data

Needs Referral Date* 01 / 04 / 2017 12 : 25 : 09 PM

Projected Follow Up Date

Follow Up User: Helpline Center - 2-1-1 (2) Search My Provider Clear

-Select-

Check to notify ServicePoint Providers by Email

Referrals [Send Summary](#)

Referred-To Provider	Local Transit Passes	Referred Clients
General - The Community Outreach (12)	<input checked="" type="checkbox"/>	(324) Test, Helpline Center

▼ Need Data

Date of Need* 01 / 04 / 2017 12 : 25 : 09 PM

Selected Needs

Need	Amount if Financial	Need Status / Outcome / If Not Met, Reason	Notes
Local Transit Passes (BT-8500.1000)	<input type="text"/>	Open -Select- -Select-	