

Entering RW Part B Referral Services in CAREWare

1. Select the date the referral was made and select "Referral: 1 External Referral" service from the services list

Date:	Service Name:	Contract:	Units	Price:	Cost:
9/4/2018	Referral: 1 External Referral	LaCAN Part B Demo 18-19	1	\$0.00	\$0.00

2. Select your name from the "Staff or Provider Name" drop-down list

Staff or Provider Name

3. Enter the Individual or Agency that you are referring your client to

Referred To

4. Select the type of service you are referring your client for

Referred For

- Food Bank
- HIV Medical Care
- Medical Case Management
- Medical Transportation
- Non-HIV Medical Care
- Other
- Other Transportation

5. If you selected other, type the "Other" type of service you are referring your client for

Referred for if Other

6. If applicable, select the date of the referral appointment

Appointment date if applicable

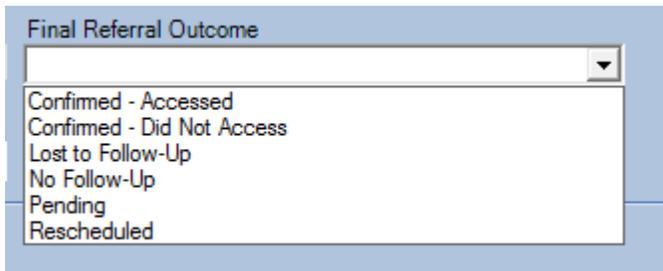
7. Check the box if a ROI is in place for this referral

ROI in place for this referral

8. If the referral has been completed at the time the referral is entered in CAREWare, select the date the follow-up has been completed

Date Follow-Up Completed

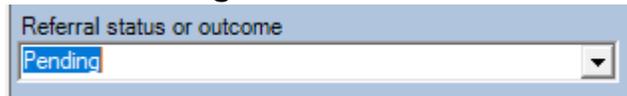
9. If the referral has been completed at the time the referral is entered in CAREWare, select the final referral outcome



A screenshot of a dropdown menu titled "Final Referral Outcome". The menu is open, showing a list of options: "Confirmed - Accessed", "Confirmed - Did Not Access", "Lost to Follow-Up", "No Follow-Up", "Pending", and "Rescheduled".

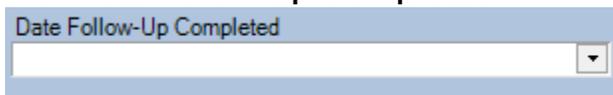
10. If the referral has not been completed at the time the referral is entered in CAREWare, you may skip the "Date follow-up Completed" field until the follow-up has been completed

11. If the referral has not been completed at the time the referral is entered in CAREWare, select Pending as the "Referral Status or Outcome"



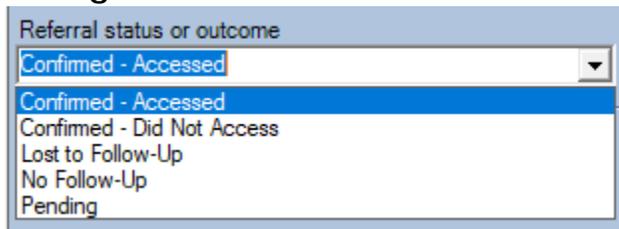
A screenshot of a dropdown menu titled "Referral status or outcome". The menu is open, and "Pending" is selected and highlighted in blue.

12. When the referral has been completed, open/Edit the referral service entry and add the "Date Follow-Up Completed"



A screenshot of a dropdown menu titled "Date Follow-Up Completed". The menu is open, showing a list of options, though the text is mostly obscured by a white background.

13. Change the "Final Referral Outcome" to the appropriate outcome



A screenshot of a dropdown menu titled "Referral status or outcome". The menu is open, and "Confirmed - Accessed" is selected and highlighted in blue.

14. If desired, enter any service comments



A screenshot of a text input field titled "Service Comment". The field is empty and has a light blue border.