

UWITS Reference Guide - Client Referrals By and To:

Referred By:

Information about your Agency, Facility, and Staff Member will come pre-populated and is read-only.

Program: This is required if **Continue This Episode of Care** is entered as "YES".

Reason: Select from drop-down box reason you are referring the client.

Is Consent Verification Required? Enter "Yes" or "No". Enter "Yes" for request of Unique Client Eligibility (UCE) from IGS

Is Consent Verified? Enter "Yes" or "No. Enter "Yes" for request of Unique Client Eligibility (UCE) from IGS

Continue This Episode of Care? Enter "Yes" or "No". If entered as "Yes" you must have the client enrolled in a **Program**. Enter "No" for request of Unique Client Eligibility (UCE) from IGS

Comments: This is a two way box, your comments can be seen once you complete and save the client **Referral** screen, the facility to which you have referred the client will see your referral appear in their **Referrals In** screen under **Agency/Referrals In**.

Referral Status: This is auto-populated with "Referral Created/Pending" **do not change.**

Referred To:

Signed Consents: Select from the drop-down box the consent for the agency you created.

Agency: Auto-populated with Agency referring.

Staff Member: If you are referring to a specific staff at the agency, select the name of the **Staff Member** from the drop-down box.

Program: Select Program from the drop-down list you want your client in.

Non-System Agency: If you are referring to a **Non-System Agency**, you are required to complete **Modality** and **Specifier**.

When you click on SAVE the Consents Granted box will populate from your consent record.