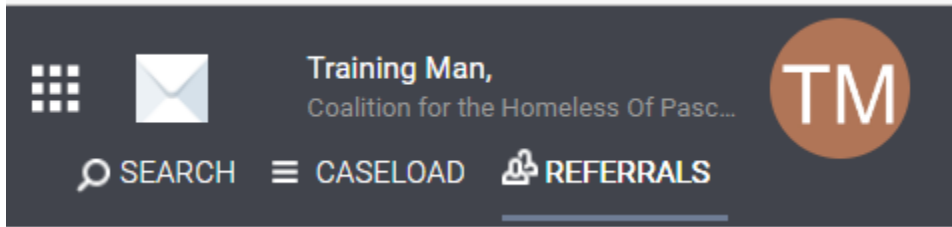


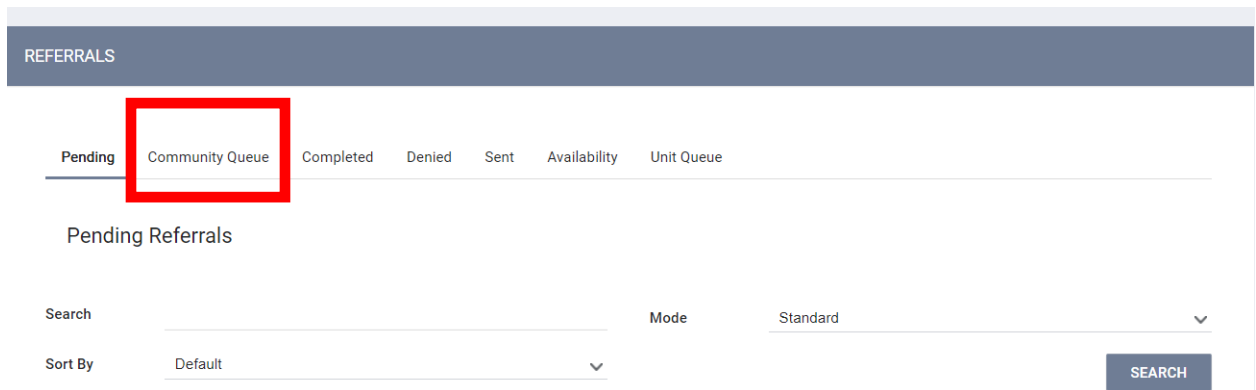


Step-by-Step: Referring from Community Que

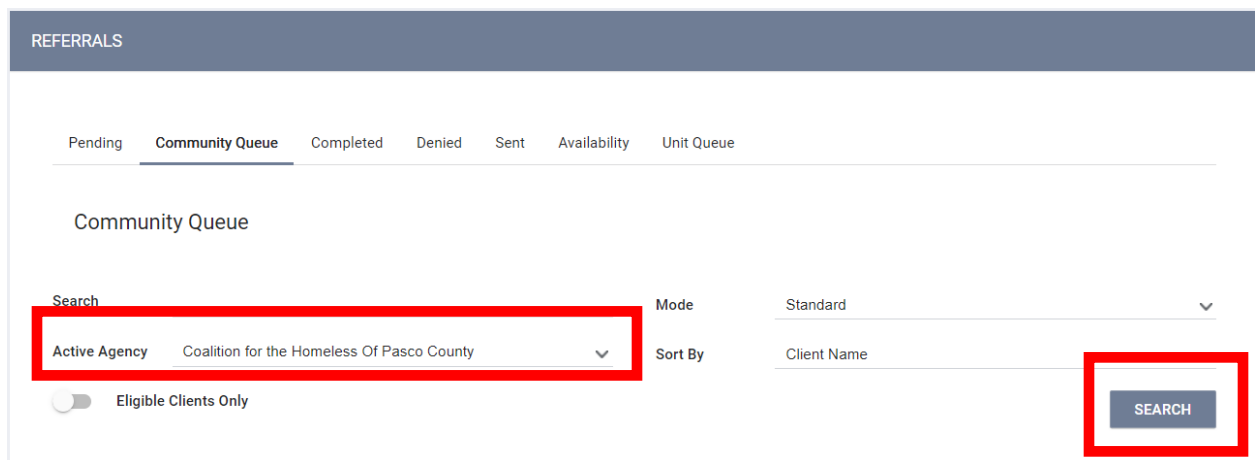
1. Select Referral tab.



2. Select Community Queue.



3. Under Community Queue, you can sort anyway you would like to view list. However, you must select the agency from the drop down and hit the Search button to select the Agency to which you wish to refer client.



4. Select Client you wish to refer, then open by clicking on pencil next to their name

Step-by-Step: Referring from Community Que

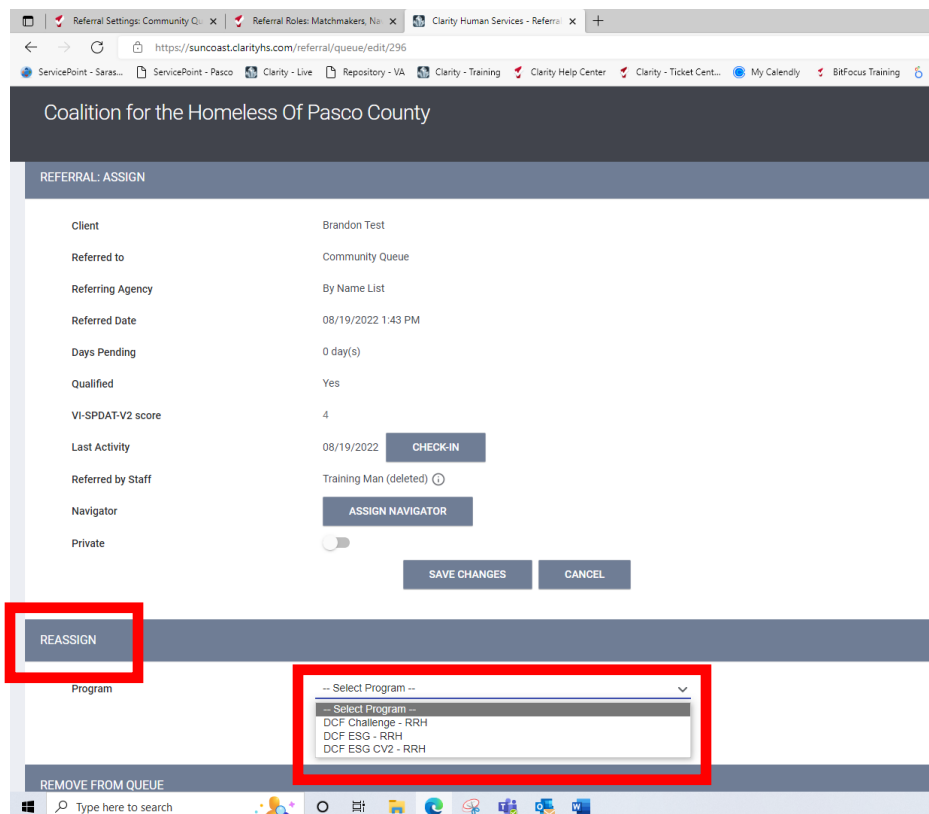


Brandon Test
Referred by: By Name List ⓘ

08/19/2022 0



- Once client is opened, scroll down to the Reassign section and select the program to which you would like to refer the client. Be sure to click on **Save Changes**



The screenshot shows a web browser window with the URL <https://suncoast.clarityhs.com/referral/queue/edit/296>. The page title is "Coalition for the Homeless Of Pasco County". The main content area is titled "REFERRAL: ASSIGN" and displays client information for Brandon Test. The information includes: Referred to: Community Queue; Referring Agency: By Name List; Referred Date: 08/19/2022 1:43 PM; Days Pending: 0 day(s); Qualified: Yes; VI-SPDAT-V2 score: 4; Last Activity: 08/19/2022 with a "CHECK-IN" button; Referred by Staff: Training Man (deleted) ⓘ; and Navigator: ASSIGN NAVIGATOR button. At the bottom of this section are "SAVE CHANGES" and "CANCEL" buttons. Below this is a "REASSIGN" section with a "Program" dropdown menu. The dropdown menu is open, showing options: "-- Select Program --", "DCF Challenge - RRH", "DCF ESG - RRH", and "DCF ESG CV2 - RRH". The "REASSIGN" button and the dropdown menu are highlighted with red boxes. At the bottom of the page is a "REMOVE FROM QUEUE" button and a Windows taskbar.



Step-by-Step: Referring from Community Que

- This removes client from the Community Que and a referral notification is sent to the Responsible Members of that program.

Brandon Test

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

PROGRAM: DCF CHALLENGE - RRH

Enrollment **History** Provide Services Assessments Goals Notes Files **Chart** × Exit

Program Service History LINK FROM HISTORY

Service Name	Start Date	End Date
Referral: DCF Challenge - RRH By Name List referral to Coalition for the Homeless Of Pasco County ⓘ	08/19/2022	08/19/2022