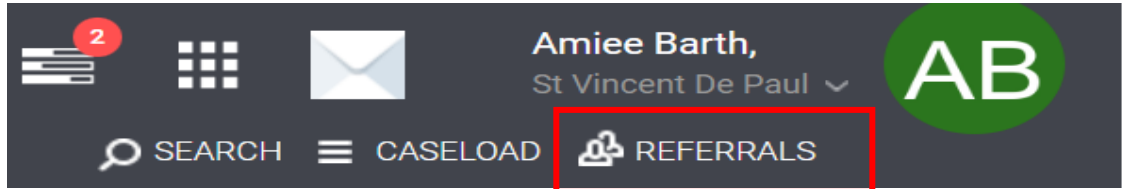
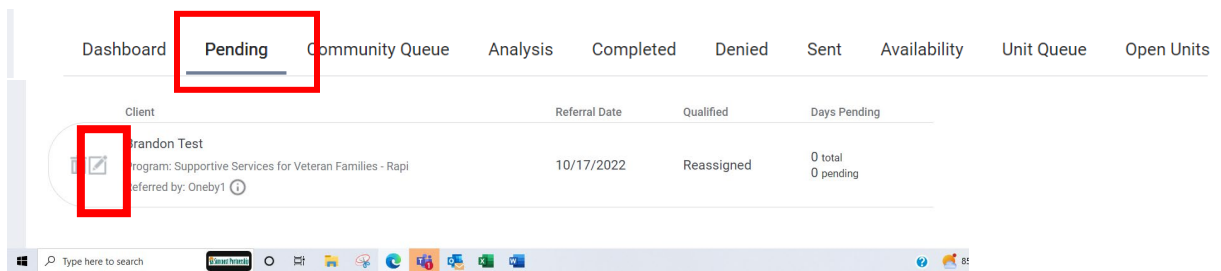


Step-by-Step: Receiving Referrals
Client's that have already been enrolled.

1. Login to Bit Focus
2. Click Referrals



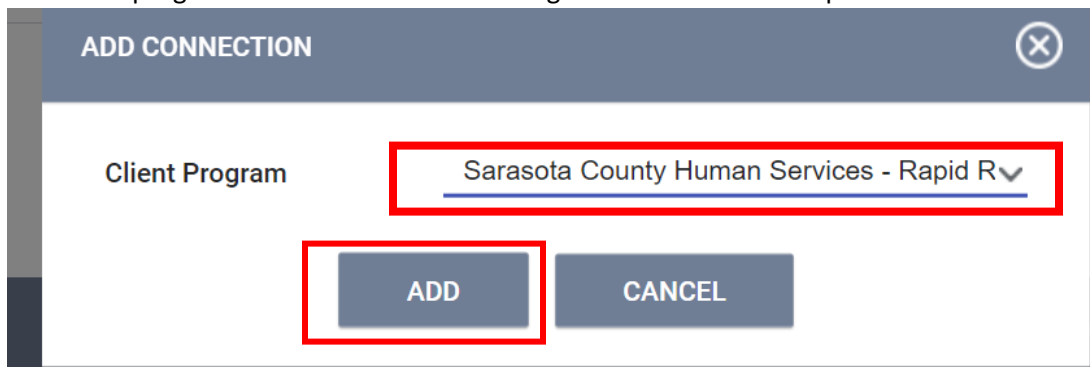
3. From the Pending tab, select the client with whom you wish to work by clicking the pencil to the left of their name. This will open a referral.



4. After the client's referral is open, scroll down to the Referral Connection area and select ADD CONNECTION



5. Select the program to which the client is being enrolled from the drop down and click ADD



Program Name	Start Date	End Date	Type
SSVF-RRH PH - Rapid Re-Housing St Vincent De Paul - Pasco	09/15/2022	Active	Individual 



**Step-by-Step: Receiving Referrals
Client's that have already been enrolled.**