

IFBS Portal

Create IFBS Referral - Community Services Caseworker

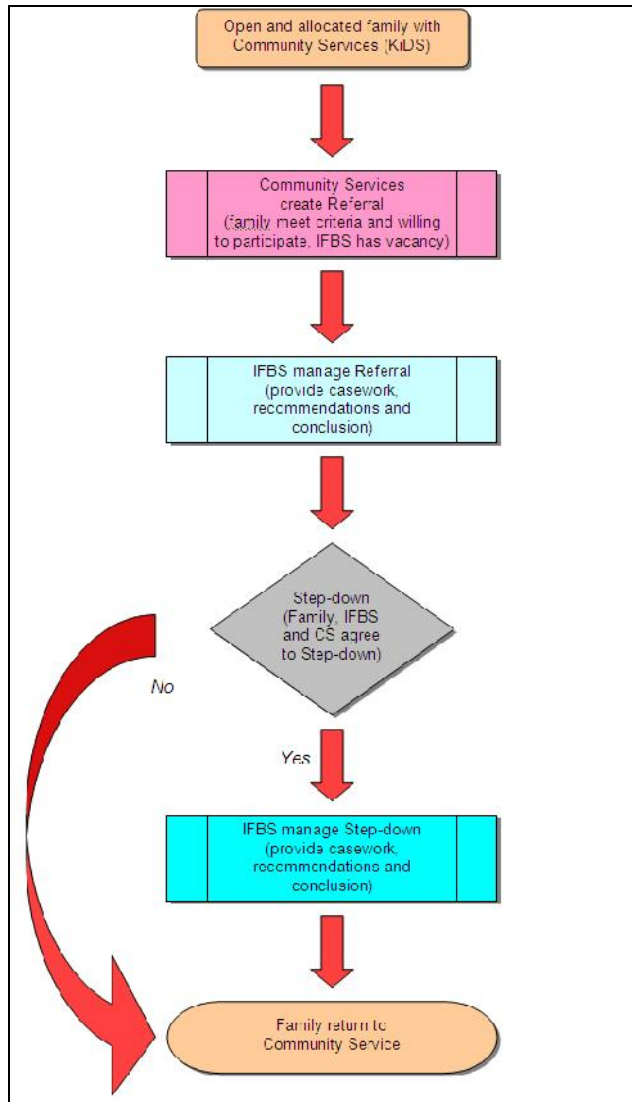
Quick Reference card



Use this card as a quick guide to create a Referral in IFBS Connect.

An Aboriginal family who meets eligibility criteria is to be referred to IFBS.			
Create Referral	Create a New IFBS Referral.		
	1. Click the Create New Referral screen tab.		17. Click the Add a C/YP button.
	2. Click the drop-down arrow in the Mgr Caseworker field and select the relevant manager caseworker.	The Add a new child form is opened. You must complete all mandatory fields before you can add C/YP. For help, see IFBS Connect Learner Resource.	
	3. Click the drop-down arrow in the Case Type field and select the case type as per IFBSBR002 Referral Types .	If the C/YP has a KiDS person number it is mandatory that the number is entered in IFBS Connect.	
	4. Click the Insert button.		18. Click the Add button. Repeat 17-18 to add next C/YP.
Enter the Initial Referral Details	The Referral is created and ready to be updated.		19. Click the Referral Reason tab.
	The new referral is located at the top of the Referral List . A red asterisks in the ToDo field indicates you have current responsibly for actioning the Referral.		20. Click the Edit button and click the checkbox against each Referral reason that applies to the family.
	5. Click the ID number in the ID field to open the relevant Referral. Update each section of the Initial Referral view.		21. Enter comments about each Referral reason selected then click the Update button.
	The Referral is open and CSC Details section is displayed.		22. Click the Strengths view tab.
	6. Review the CSC Details to ensure you made the correct selections when you created the Referral and edit if required.		23. Click the Edit button and click the checkbox against each Strength that applies to the family, if any.
	7. Click the Family tab.		24. Enter comments about each Strength selected then click the Update button.
	8. Click Edit button and update the family's details.		25. Click the Violence view tab.
	9. Click the Update button to save the family's details.		26. Click the Edit button and click the checkbox against each violence issue that applies to the family, if any.
	10. Click the Parent/Carers tab.		27. Enter comments about each violence issue selected then click the Update button.
	11. Enter the parent/carer name, select the parent/carer role and if Aboriginal, click the checkbox.		28. Click the Goals view tab.
	12. Click the Save button to save the parent/carer details and enter a second parent/carer if required.		29. Enter the 1st goal established with the family then click the Save button. Repeat this step for each goal.
	13. Click the Adults tab and enter the details of adults in the home who are not parent/carers.		30. Click the Current Services view tab.
	14. Click in the Comment field and enter relevant comments e.g. adult is part of intervention.		31. Click the Add a service button.
	15. Click the Save button to save the adult's details.	The Add new service form is opened. Enter the details.	
	16. Click the CYP tab.		32. Click the Add button. Repeat 31-32 to add next service.
		Submit Referral	Submit the Referral to your MCW for approval.
			33. Click the drop down button in the Next Status field and select Submitted .
			34. Click the Confirm button.

End to End Referral Process



Community Services Referral Process

