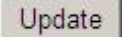
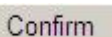


Submit IFBS Referral - Community Services MCW

Use this card as a quick guide to review and submit a Referral request in IFBS Connect or to return a Referral request to a caseworker that has been returned from IFBS.

Email notification received advising you have a Referral that requires actioning. The email provides the Referral ID.

Open and Review	Open and review the Referral.
	1. Click the ID number of the relevant Referral in the ID field. The Referral is displayed.
	2. Navigate through the each section of the Initial Referral view and confirm the information supplied is correct: • CSC Details • Family • Parent/Carers • Adult • CYP • Referral Reasons • Strengths • Violence • Goals • Current Services Pay particular attention to the Referral Reasons and Goals sections and the KiDS Number in the CYP section.
Add Expectations	Enter your expectations of the IFBS intervention with the family.
	3. Click the CSC Details view tab.
	4. Click the Edit button.
	5. Click in the Mgr Caseworker Expectations field and enter your expectations of the IFBS intervention with the family.
	6. Click the Update button. The Referral is ready for the Next Status to be updated.
Update Status	Update Next Status to either submit the Referral to IFBS or return it to the caseworker for more information (incomplete).
	7. Click the Next Status drop down button.
	8. Select the relevant option: • <i>Referred</i> – sends the Referral to IFBS • <i>Incomplete</i> – returns the Referral to the caseworker for more information
	9. Click the Confirm button. The Current Status is updated according to the Next Status selected. Email notification(s) sent to relevant parties i.e. caseworker and if <i>Referred</i> selected, IFBS manager.

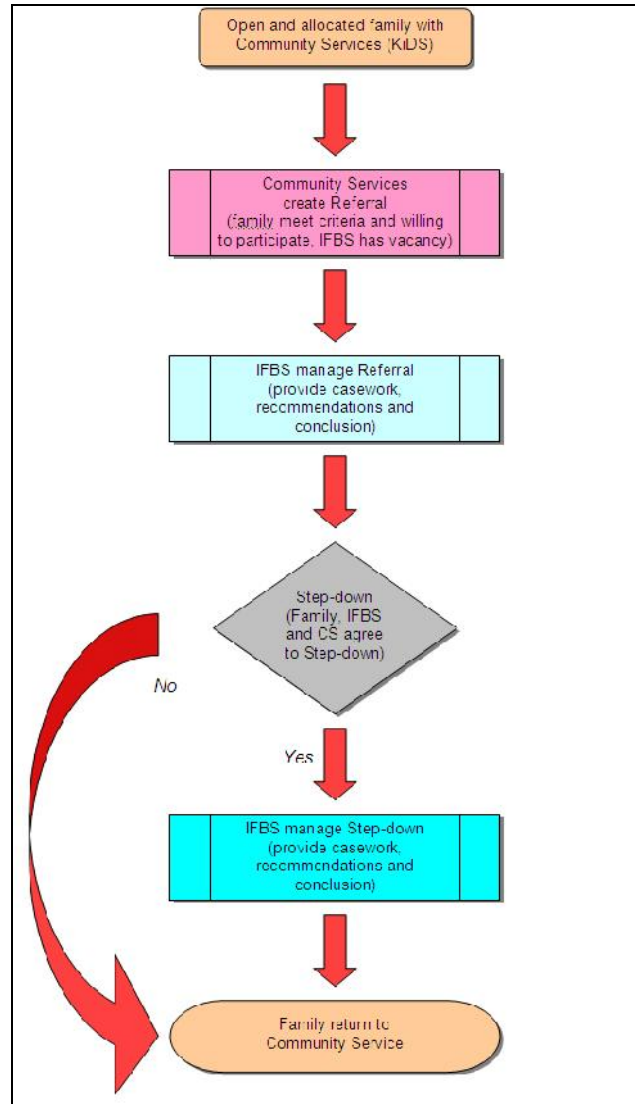
IFBS Portal

Submit IFBS Referral - Community Services MCW

Quick Reference card



End to End Referral Process



Community Services Referral Process

