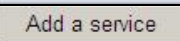
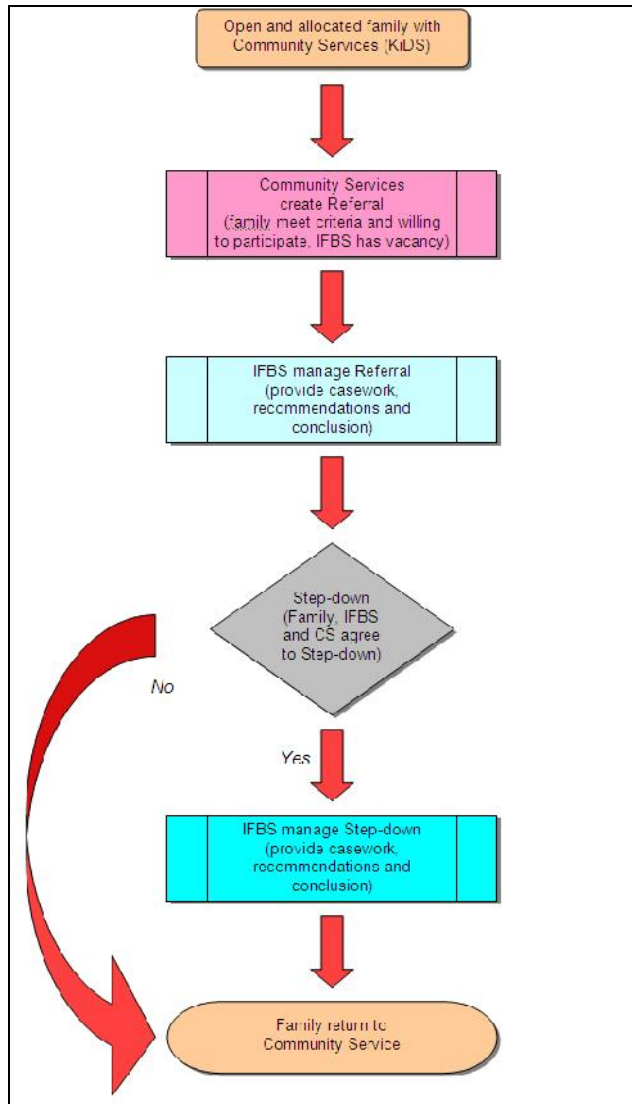


Update IFBS Referral - IFBS Caseworker

Use this card as a quick guide to review and update a Referral in IFBS Connect.

Email notification received advising you have a Referral that requires updating. The email provides the Referral ID.			7. Click in the Start Date of Intervention field and enter the date the intervention with the family begins.
Open and Review	Open and review the Referral.		8. Click the Update button.
	1. Click the ID number of the relevant Referral in the ID field.	Enter Family Goals	IFBS will work with the family to set agreed goals for the intervention period which are based on the child protection concerns and reasons for the referral from CS.
	The Referral is displayed.		9. Click the Family Goals view tab.
	2. Navigate through the each section of the Initial Referral to review the Referral:		10. Click in the 1st Goal field and enter the first goal established with the family.
	• CSC Details • Family • Parent/Carers • Adult • CYP • Referral Reasons • Strengths • Violence • Goals • Current Services		11. Click the Save button to save the goal. Repeat steps 10-11 for each goal.
	Pay particular attention to the Referral Reasons and Goals sections.	Enter Case Notes	Report to CS the family's progress towards their agreed goals.
Update Initial Dates	Update the Initial Dates section to identify the date of the Joint Home Visit and the Start Date of Intervention.		12. Click the Case Notes view tab.
	3. Click the IFBS Updates screen tab.		13. Click in the Case Notes field and enter case notes on the case management of the intervention.
	4. Click the Dates view tab.		14. When complete, click the Complete checkbox. You cannot enter the next case note until the previous complete.
	5. Click the Edit button.		15. Click the Save button and repeat 13-15 to enter more case notes. The Entered and Week Nbr fields are auto-populated.
	6. Click in the Joint Home Visit field and enter the date of the joint home visit.	Enter Support Services	Record any other service providers and appropriate community-based programs provided to the family.
			16. Click the New Services view tab.
			17. Click the Add a service button.
			The Add new service form is opened. Enter the details.
			18. Click the Add button. Repeat 31-32 to add next service.

End to End Referral Process



IFBS Referral Process

