

How do I...

INFORMATION AND REFERRAL (I&R)	2
CREATE A REFERRAL	2

How Do I...?	Selections	Tips & Guidelines
Create a Referral	<ul style="list-style-type: none"> ▪ From Desktop menu select Create>Information and Referral from the dropdown menu. ▪ From the Type field select the type of Inquiry. ▪ From the City dropdown field select the city of service. ▪ From the Action(s) Taken dropdown list select the type of inquiry. ▪ From the Action(s) Taken dropdown list select the type of action referred. ▪ Click Print. ▪ Click Save. ▪ Click Close. 	<p><i>Information and Referral (I&R) supports the documentation, management and printing of information and referral request that DCF, CBC or Sheriff's Office workers receive.</i></p> <p><i>Information and Referral window displays.</i></p> <p><i>This section records the type of call or request received such as Substance Abuse Information, and the City of the locale about which information or a referral is being sought.</i></p> <p><i>If Other is selected a description of the type of request must be entered in the Specify "Other" field.</i></p> <p><i>Up to three actions can be recorded regarding the request.</i></p>