

# How do I send a referral?





## Short Stay Respite referrals

### Step 1

Complete all tabs in the Short Stay Respite referral form. Please view the **'What is a Short Stay Respite referral form?'** guide for more details.

### Step 2

Upon completing all the tabs, the Client Choice (2) tab will be populated with all Short Stay Respite programs that match the patient's criteria. Matched Short Stay Respite program will have a green check (  Details ) on the details button and a red x (  Details ) if it does not match.

### Step 3

**Review** matched Short Stay Respite programs with your patient.

### Step 4

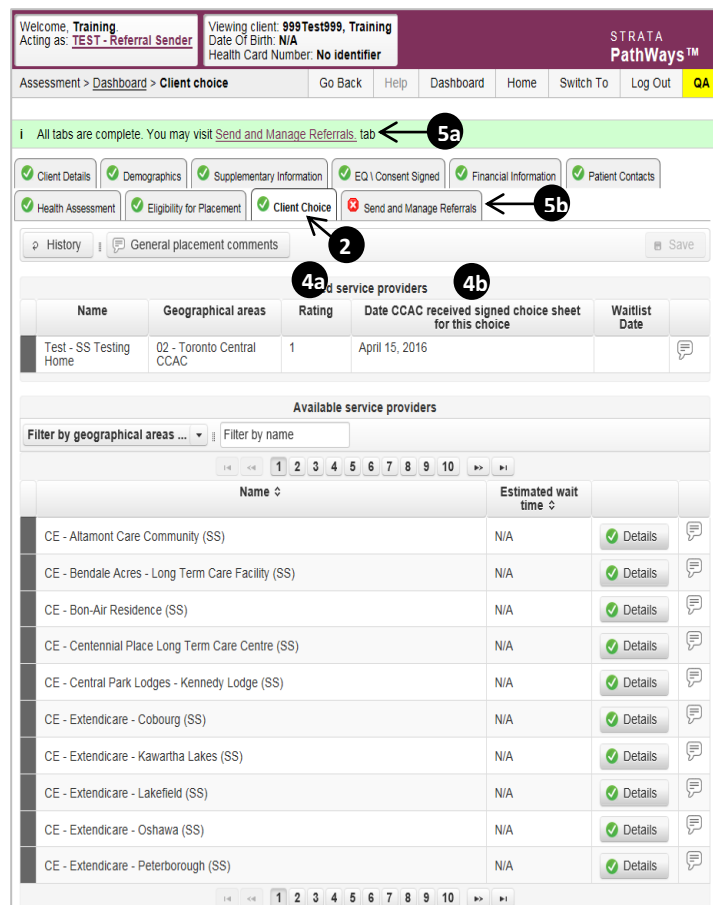
To rate the Short Stay Respite program, click the drop-down list button under rating column and enter all the necessary information.

- Rating (Required) (4a)
- Date LHIN received sign choice sheet for this choice (Required) (4b)
- Waitlist Date is automatically calculated

### Step 5

Once all tabs are complete, you have 2 options to send the referral:

1. Click the **Send and Manage Referrals (5a)** link in the green banner.
2. Click the **Send and Manage Referrals (5b)** tab.



5a

5b

2

4a

4b

Name	Geographical areas	Rating	Date CCAC received signed choice sheet for this choice	Waitlist Date
Test - SS Testing Home	02 - Toronto Central CCAC	1	April 15, 2016	

Available service providers

Filter by geographical areas ... Filter by name

Name	Estimated wait time
CE - Altamont Care Community (SS)	N/A
CE - Bendale Acres - Long Term Care Facility (SS)	N/A
CE - Bon-Air Residence (SS)	N/A
CE - Centennial Place Long Term Care Centre (SS)	N/A
CE - Central Park Lodges - Kennedy Lodge (SS)	N/A
CE - Extencicare - Cobourg (SS)	N/A
CE - Extencicare - Kawartha Lakes (SS)	N/A
CE - Extencicare - Lakefield (SS)	N/A
CE - Extencicare - Oshawa (SS)	N/A
CE - Extencicare - Peterborough (SS)	N/A

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### Step 6

Click the **Send Referral(s)** link (6).

### Step 7

On the resulting page, a list of Toronto Central LHIN services that meet your patient's criteria are shown.

Click the service provider category (7a) to view the list of Short Stay Respite programs.

To view all other possible programs, uncheck the 'Filter By Matching' (7b) or 'Filter By Client Choice' (7c) checkbox.

You can also see further information and matching criteria for a Short Stay Respite program by clicking the ⓘ icon (7d).

### Step 8

Select all the Short Stay Respite programs that are **most applicable** for your patient's care needs. Selecting will change the colour of the boxes from grey to blue (8a). Click the **Send Referrals** (8b)

### Step 9

In the resulting **Selected Destination Providers** pop up, you can enter Comments (9a) and click the **Send Referrals** (9b) button.

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### Step 10

You will be redirected to the Send and Manage Referrals tab. A confirmation banner (10a) will be displayed, confirming that your referral has been successfully sent.

You may return to Send and Manage Referrals tab at any time to check the referral status (10b)

The screenshot shows the STRATA Pathways™ interface. At the top, there is a navigation bar with 'Send And Manage Referrals' selected. Below the navigation bar, a green banner displays the message '1 referral has been sent successfully.' with a circular callout '10a' pointing to it. Below the banner, a row of progress indicators shows 'All tabs are complete.' with checkmarks for Client Details, Demographics, Supplementary Information, EQ1 Consent Signed, Financial Information, Patient Contacts, Health Assessment, Eligibility for Placement, Client Choice, and Send and Manage Referrals. Below this, the 'Active Referrals' section is visible, featuring a table with columns for Service Provider, Status, Referral Date, Referral Information, and Referral Management. A circular callout '10b' points to the 'Pending' status in the Status column of the first row. The table contains one row: 'Test - SS Testing Home' with status 'Pending', referral date 'April 15, 2016 15:37', and a 'Details' button.

How do I check the patient's referral status



To check the referral status, you have 2 options:

1. Via the 'Status' column in the Active referrals tab - see the guide: **'What is an Assessment Dashboard [Active Referrals]?'**
2. Via the 'Send and Manage Referrals' tab in a referral – see the guide: **'How do I edit/update a referral?'**