## Independent Living Services Referral

The Independent Living Referral document is created from create casework. The Referral is completed to provide information about a specific Youth to the Independent Living Provider that will be providing services for the Youth. All referrals will be emailed to <u>ILSKIDS@dcyf.wa.gov</u> email account for review and will then be sent to the desired provider.

**Course Icons** You will see some symbols appear throughout this course. These icons are used to indicate the following:

lcon	Function
	This will be covered in more detail later in the course.
	FYI – Helpful information related to Independent Living referral.
	Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient.

**Objectives** By the end of this module you should be able to:

- Navigate the Independent Living page
- Launch Independent Living Referral
- Complete information on Independent Living Referral Form

Creating the	From the F	amLink De	sktop								
IL Referral	FamLink	APS 💩 Intake	RCS-CRU	CA 🕿	Case 🗁 Work	Provider 😽 Work	Search Q	Refresh 🥏	Print 📳	Help ?	Logout 🕕
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## Option 1

1. Select Case Work on Banner Bar

## Option 2

- 1. Select Create on menu bar
- 2. Select Case Work

Casework Window will open

- 1. Select Independent Living Services Referral on Planning pulldown
- 2. In the Cases group box, select case
- 3. In the Case Participants group box, select Participant
- 4. Click Create

Administration		~	Test, Wenatchee A. (1951557)
Adoption		~	
Case Notes		Y	
Education		Y	
Extension/Exception		~	
S Family Assessment		~	
File Upload		~	
Health/Mental Health		~	
CPC		~	
EU ICW		V	1
Investigation		V	Case Participants Wenatchee Test J. (100544857). Reference Person
Legal		~	VM Test Migration (102497910) Z Wenatchee Z (102265441)
Meeting/Staffing	-		
Placement	Extended Foster Care Eligibility GAIN-SS		
Ranning	Guardianship Approval Checklist Independent Living Services Referral		
Post Adoption Services	SDM-RA Youth Supervision Plan		
RGAP	Temporary Service Plan Visit Plan/Referral		
Safety		~	
Senices			

Referral Forms Window will Display

Opening the To populate with the desired youth name and information a search must be already IL Referral been completed and a specific youth selected.

餐 Forms - Internet Explorer			—	X
Fankink		Print 📳	Grammar Check	Help <b>?</b>
Documents Independent Living Services Referral	General Information         Case:       Test, Wenatchee A.         Category:       Planning         Document:       Independent Living Services Referral			
		2	ave <u>C</u> lose	I

1. Click Independent Living Services Referral hyperlink

Independent Living Services Referral will open in Word

Complete The Independent Living Referral document displays for completion. The information Word on the referral pre-populates from different pages within FamLink.

File FamLink			Bra	dley, Jolene (DSHS/CA)	只 Share
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Particular of Social     Can Children's Administration	Independent Livin	g Services Referral			
DATE OF REFERRAL	SOCIAL WORKER		TELEPHONE	E NUMBER	
03/12/2019	03/12/2019 BRADLEY, JOLENE			3	
. OFFICE NAME	OFFICE NAME			RESS	
Head Quarters - (OB-2)					
OFFICE ADDRESS		CITY	STATE	ZIP CODE	
<ul> <li>1115 P.O. Box 45710 Wa</li> </ul>	ashington St SE, Olympia, WA 98504	Olympia	WA	98504	
YOUTH'S FULL LEGAL NA	ИE	PREFERRED NAME			
Wenatchee, Z, Z.					



- 1. Make sure all the information is correct, including participants, names, address, school, etc. If any of the information is incorrect, correct it in FamLink and re-create the referral so the corrected information will display.
- 2. Enter additional information into the Referral, so that it is ready to send to a Provider.

If the date displays blank or with the date of a previous referral, you need to return to the Independent page and check Independent Living Referral check box and enter date. Then launch referral and date will be accurate.

When referral has been completed and email to ILSKIDS@dcvf.wa.gov.



- 1. Click Mail Recipient Icon
- 2. Send to ILSKIDS@dcyf.wa.gov

Closing the IL Referral	File     FamLink       Image: Spell Copy Print     Spell Copy From Chose and Return Check Bookmark         Mail	Sirisaguan, Annette R (DSHS/CA) 👂	Share
	Anternational State     Canonical State	TELEPHONE NUMBER	
Locato	<ol> <li>Click Close</li> <li>Will return to FamLink</li> </ol>		
Existing Independent Living Records	From the FamLink Desktop	532372) Actions n 1924/2015 BRADLEY, JOLENE Olympia DCFS (Tr ployment essment d	mwater) - Regior

- 1. Click Case Expando from Outliner
- 2. Click Planning Icon
- 3. Click Independent Living Icon
- 4. Select Independent Living or Independent Living Services **Referral** hyperlink



Referral