Status Report
Resources, Referrals, Appointments
Resources, Referrals, Appointments
Status Report

To view status of all referrals to social services and agencies
• Click “Reports”
• Click “RRA Status Report”
Generate a Status Report

To generate report:
- Enter Begin Range Date
- Enter End Range Date
- Click “Search RRAs”

To further refine search:
- Select a Service or Program from the drop-down list
Refine Status Report

To further refine search:
- Select a Service or Program from the drop-down list

RRA Status Report [NFP Training]

<table>
<thead>
<tr>
<th>RRA Date</th>
<th>Begin Range</th>
<th>9/1/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Range</td>
<td></td>
<td>9/30/2014</td>
</tr>
</tbody>
</table>

Service/Program - All -

RRA Status

- ACA Navigators
- Basic Needs/General
- Behavioral Health
- Board of Social Services
- Child Care
- Community Centers
- CDBG Child Development Services
- DCPAP
- Dental Services
- Domestic Violence
- Early Head Start/Head Start
- Early Intervention System
- Education
- Emergency Housing
- Employment Services
- Family Health
- Family Planning
- Family Success Center
- Fatherhood Services

Search RRAs
Generate a Status Report

To further refine search:
* Select an RRA Status from the drop-down list

RRA Status Report may also be generated for a specific client by entering Patient Last Name or Patient First Name
The RRA Status Report

Report is broken down by individual staff.

- A staff person sees only referrals he/she made
- A supervisor sees referrals made by all staff
- CI HUB admin level sees all referrals made by her or other admins in her HUB
The RRA Status Report

To view the referral, resource, or appointment:
  • Click on the client name to open the Patient Profile Page
To view the referral, resource, or appointment:

• Click on the client name to open the Patient Profile Page
• Staff members are responsible for recording, tracking and entering/updating outcomes for all referrals, resources, and appointments.
• Remember! The outcome date must always be added.
Outcome Types

Outcome Types:

• Appointment Specific
  • Appointment Kept – Client attended scheduled Appt.
  • Appointment Cancelled – Client cancelled appointment without rescheduling
  • Appointment Rescheduled – Appointment cancelled and rescheduled for another time/date

• Referral Specific – by Participant
  • Attempted Contact
  • Contacted
  • Made Appointment

• Referral Specific – by Provider
  • Attempted Contact
  • Contacted
  • Made Appointment
  • Met with

• General
  • Did not meet need
  • Unknown Outcome
  • Outcome N/A