1) Click on the DCHS Deskbook icon on your desktop. You should be directed to the below page

2) Check that the program services and eligibility requirements are right for your client

3) Ask your client if they have been referred to this program previously

4) Obtain consent from the client to make the referral

5) Communicate the referral process to the client (On page one of the Deskbook)

6) Click on the Internal “Referral Form” link in the Deskbook
   a. Links to the “Referral Form” may be found to the right of program titles in the “Index” and “Comprehensive List of Services and Programs” sections. It may also be found at the top of page one

7) The link will take you to the below form
8) Please fill out the required information in the form, and click “Submit Form”
   - Boxes with red asterisk are required.
   - Filling out the address will help point of contact staff find the client in OCHIN
   - To submit to multiple programs, refer to page three.
   - Please proof-read your submissions

9) For most programs, the referred to program will attempt contact within 7 days. For some programs, the client must call to follow-up. Please refer to page one of the deskbook for this information.
10) An email will be sent to you with information pertaining to the referral outcome. Please click on the link in the email for information on the referral outcome.

**Referring to multiple programs...**

1) Follow the above steps (1-10) to submit a referral.

2) Once you have submitted the first referral, you will be sent to the following screen

3) To copy the referral, select the client for whom you would like to make another referral. Then click “copy referral” (image below)

4) You will be taken to the below screen. Click “start”. If you selected “copy referral” by mistake, click “cancel”.

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[Images of screens showing referral process]
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5) Your recently copied referral will be marked as “Recently Copied! Please Update and Submit.” Click on the “edit” icon for this referral.

6) In the copied referral form, please modify information as it pertains for the new referral, and submit.

   Please use Internet Explorer when editing referrals

   Do not open or edit referrals not submitted by you