**Documenting Mental Health & Disabilities Referrals in Child Plus**

**For ASQ:SEs/Articulations/MHD Concerns**

**HEALTH Tab**



**10**

**9**

**8**

**7**

**5**

**6**

**4**

**3**

**2**

1. Under the Health tab, select the ASQ:SE, Articulation, or MHD Concerns event needing a referral.
2. Scroll down to **Section 2** under the selected ASQ:SE or Articulation.
3. Click on “**Add Action**.”
4. **Action Type**- selected “Referral”
5. **Referred Date**- Enter date referral was made.
6. **Referred to**-Enter who you referred to (i.e., HS/EHS Staff).
7. **Referral Type**- Indicate whether the referral was Written or Verbal. If referring to ECI (EHS) and/or MH/Disabilities staff, this should always be “Written.”
8. **Agency Worker**- Name of staff entering referral
9. Click on the time stamp and enter your **Action Notes**, **including**
	1. **who you sent the referral to**
	2. **how you sent it (e-mail, inter-office mail)**
	3. **when you sent it**
10. Click on “**Save Changes**”
11. **IMPORTANT:** Scroll back up to the original event and uncheck any boxes that are checked.



**11. These should never be checked!**