

How to Refer a Client to the Community Queue

Once the VI-SPDAT has been entered and saved, you will have the option to refer the client to the community queue by clicking Eligibility, toggle the button for default (VI-SPDAT or PR-VI-SPDAT), select “**REFER DIRECTLY TO COMMUNITY QUEUE,**” then select “**SEND REFERRAL.**”

PROGRAM ELIGIBILITY DETERMINATION

Default

REFER DIRECTLY TO COMMUNITY QUEUE(S)

REFERRAL: ADD TO CQ

Send to Queues

Default

Referred Program

Community Queue

Referred to Agency

Community Queue

Referring Agency

Community Action Partnership of Kern

Private

B

I

Link

Unlink

SEND REFERRAL

CANCEL