COMMUNITY AGENCY
INITIAL REFERRAL FORM (IRF) TIP SHEET

- The PRA|SPECT web portal can be accessed from any device with a secure and reliable internet connection. Save https://praspect.org to your browser favorites for quick access.

- The paper Initial Referral Form (IRF) can be used for handwritten collection of information or data can be entered directly online.

  To print a blank IRF:
  Login > Click Agency > Click Forms > Click Initial Referral Form > Right-click on form window > Select Print > Click Print

- Users should always conduct an IRF Search prior to entering a new form.

  To conduct an IRF Search:
  Login > Click Agency > Click Initial Referral > Click Search Modify > Click Advanced Search > Enter first name and date of birth > Click Search Patients > If results appear, further refine search by adding last name > If no results appear, enter a new IRF

- IRFs should be submitted as soon as possible for timely client linkage to resources.

  To enter a new IRF:
  Login > Click Agency > Click Initial Referral > Click Add New Referral > Enter data fields > After reviewing and checking data entry, Click Save to submit form

WINDOWS KEYBOARD SHORTCUTS	
TAB	Move through fields
SHIFT + TAB	Move to previous field
ENTER	Make selection
SPACE BAR	Select or deselect checkboxes
ARROW	Navigate dropdown menus
TYPE AHEAD LOGIC	Enter first few letters of desired selection to easily pick from dropdown menu

- Upon submission, the IRF becomes accessible to the respective Central Intake Hub based upon the county entered.

  To view a completed IRF:
  Login > Click Agency > Click Initial Referral > Click Search Modify > Click Advanced Search > Enter search fields > Click Search Patients > Click Contact Date > Click View Initial Referral

- Agencies can monitor IRF entry via Referral Report.

  To generate the Referral Report:
  Login > Click Agency > Click Reports > Click Referral Report > Enter Begin and End Range > Click Generate Report