# Perinatal Risk Assessment/Single Point of Entry And Client Tracking System PRA|SPECT

## www.praspect.org

For Community Home Visiting
Central Intake HUB Administrator Level

## Unassigned Referrals CI Home Visit Program Assignment Grid

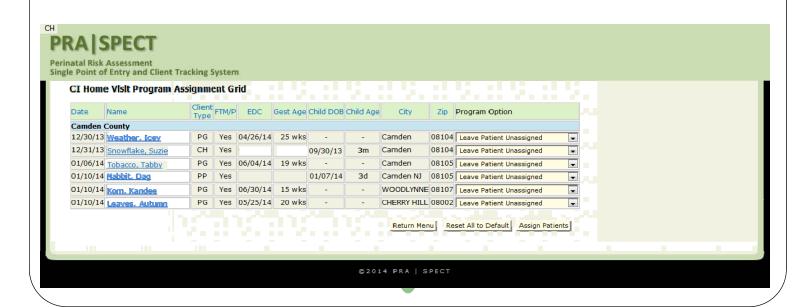
Family Health Initiatives 2500 McClellan Ave, Suite 250 Pennsauken, NJ 08109 856.665.6000

## Unassigned Referrals CI Home Visit Program Assignment Grid

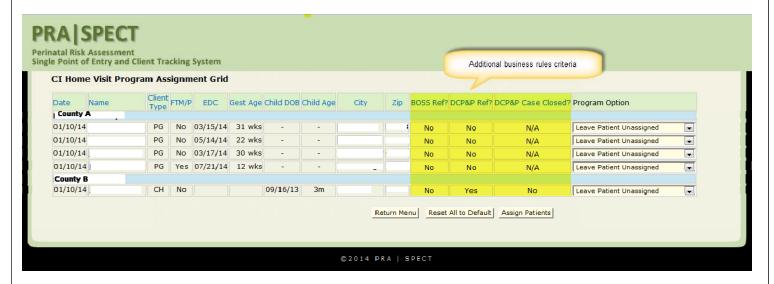
### **CI Home Visit Program Assignment Grid**

- All unassigned referrals will be separated by county.
- Definition of all column headings can be viewed by scrolling over column headings
- All columns can be sorted by clicking on column heading
- Click "Assign Patients" button to save changes and program assignments
- Click "Return Menu" button to return to Home Page and view your HUB menu





If your business rules specify additional program criteria (for example BOSS referral, DYFS Referral, etc.), additional columns will appear in your grid.



View definitions by scrolling over column headings.



Sort any column by clicking on the blue column heading.



Click on client name to view referral, record comments and document contacts.



### **View PRA/Referral**

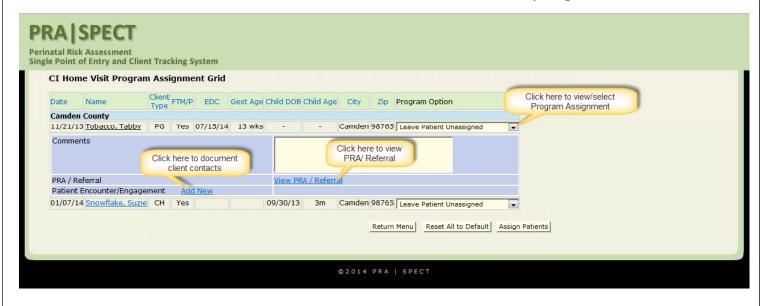
Always review referrals to assure client information is correct and that the correct program criteria are met.

#### **Contact Notes**

IMPORTANT: All contacts with a potential client should be documented in SPECT up to the point of enrollment.

Document detailed results of contact or attempted contact with client.

- Appointments are actual appointments made with or for client
- Referrals are referrals/recommendations for services that you gave to the client



Select appropriate program for client based on program criteria, client information, and referral.



Click "Assign Patients" button to save changes and complete assignments



Click ""Return Menu" button to return to Home Page and view your HUB menu DO NOT USE YOUR BROWSER "BACK" ARROW.

