To identify clients that are referred by the Department of Corrections:

1) Click on “Agency List”, then “Referrals”, then “Referrals In” at the menu navigation panel;
2) At the Search area, move “Placed/Accepted” and “Referral Created/Pending” from the Referral Status Codes box to the Search Criteria box; then, click the “Go” button.
3) At the results table, click on the column header “Referring Agency/Facility” so the list gets sorted alphabetically. Find the rows pertaining to the Department of Corrections.

Note: For an SCA to be able to enter the GPRA Follow Up for the GPRA Intake interview that was done at the DOC, the DOC must have referred the client to a SOR program at the SCA. A SOR Program has a modality of “9100-Case/Care Management” which you can see at the column “Referred to Modality”. Alternatively, you can click on the pencil icon and review the record to double-check on the program referred to.

To determine when the GPRA Follow Up Interview is due, per client listed as referred by DOC:

1) Click on “GPRA Follow Up Due Detail” at the menu navigation panel;
2) At the Search area, you have the option to select a single client by putting in the UCN at the search box OR select Agency Type = Follow up, Status = ALL, and click the “Go” button. Then, click on the link “Export” to get the list as an excel file, and identify the clients from DOC based on the result at the Referral search.
3) The last three columns of the list show: a) Due Date, b) Follow Up Open Date, and c) Follow Up Close Date.
To search for Clients with Linked Consents:

1) Click on “Client List” at the menu navigation panel;
2) Put in the search box the Unique Client Number (UCN).
3) At the search result table, hover on the pencil icon and click on the “Linked Consents” option which leads to the “Linked Consent List”.
4) The list shows the UCN being searched for. Hover on the pencil icon of the UCN being searched for, then click on “Consented Activity List” to see the consented information. (It will display the second image shown below.)
### Converted Activity List

<table>
<thead>
<tr>
<th>Activity Authority</th>
<th>Activity Date</th>
<th>Created Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPRA Interview (Lackawanna SCA)</td>
<td>2/4/2020</td>
<td>2/6/2020</td>
<td>Completed</td>
</tr>
<tr>
<td>Consent (1 - Lackawanna/Scopeniana SCA)</td>
<td>2/10/2020</td>
<td>2/10/2020</td>
<td>Completed</td>
</tr>
</tbody>
</table>