Example – Partial Referral Form and Data Definitions

This is just a small subset of the data that we would collect in a Referral Form, it is used as an example to show the level of detail.

In this example we show the level of detail provided in designing agency forms and the associated data definitions. Data definitions assist staff in understanding each data element, and support the agency in developing accurate reports.

Type: ☐ Mandatory
☐ Optional

Date of Referral: _____

Client Type: ☐ Individual / Adult ☐ Youth
☐ Family

Name: _____

Referral Form Data Element	Description and Explanation
Referral Type	Enter whether the referral is required (Mandatory) for the client or is not (Optional). Note that a mandatory referral is one that has been ordered by a court. **Choose one item from the list.**
Date of Referral	Enter the date the referral was made. It is not the date the form was completed but the date the actual referral was made to the client
Client Type	Defines whether the client is an individual adult, a family or a minor youth. For family clients, Enter the information for the primary contact. **Choose one item from the list.**
Name	Enter the legal name of the client; Last, First. Include any aliases surrounded by parenthesis ( ).