

Making a Referral with Rapid Resource for Families.

1. Creating Your Account.

Go to our website at www.ncrapidresource.org

Event Start	Title
2/5/2015 10:00 AM	RRFF IAFT(R) Elements In Practice
2/10/2015 9:00 AM	RRFF IAFT(R) Referral and Matching: Understanding the Database
2/10/2015 9:30 AM	RRFF IAFT(R) Successful Database Entry
2/26/2015 10:00 AM	RRFF IAFT(R) Successful Documentation
3/10/2015 10:00 AM	RRFF IAFT(R) Bringing It All Together
3/26/2015 10:00 AM	RRFF IAFT(R) Compliance Training

2. Click the "Click here to make a referral" Link

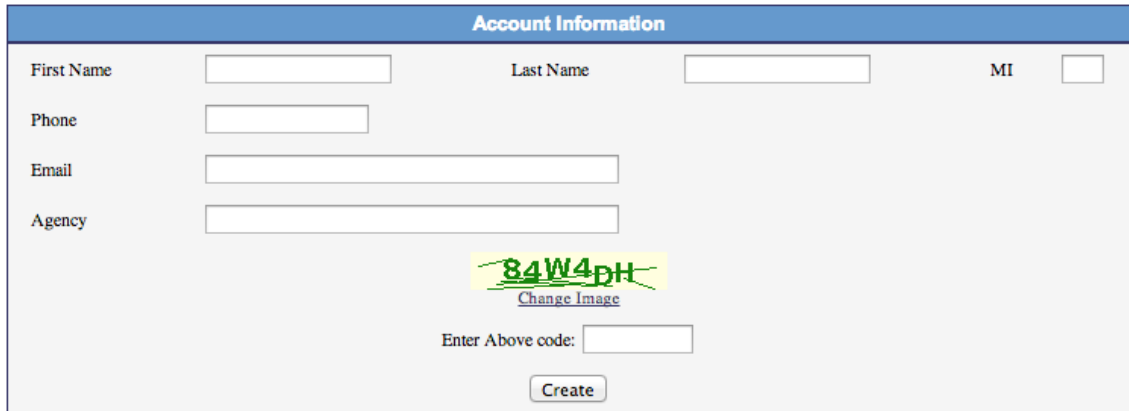
3. If you do not have an active account, you will need to create an account.

Note: You will only need to create an account once. For password recovery please click "forgotten Password".

Create Account

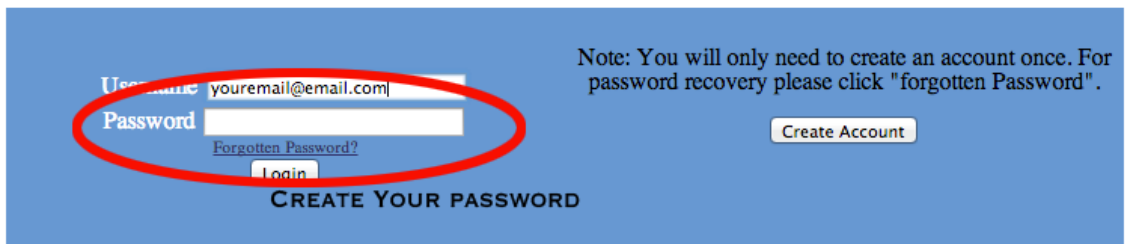


4. Click the “Create Account” link and enter the required information. Make sure that your email is entered in correctly. Click “create.”



You will receive an email from sender “**CCW-Alert**” with the email subject “**rrff pw reset**”. If you don’t see the email within 5 minutes, check the “spam” or “junk” folder of your email client.

There you will find a link that will take you back to the website. You will be prompted to create your password. Note that you should already see you email address in the USERNAME box. Just enter the password that you would like to use in the PASSWORD box.



5. Login with your full email and password. You will be directed to the “Referrals” page. Click “Add New Referral” to start a new referral.

Enter in the data for the referral. **Make sure you use the “Save” button at the bottom of the referral intake page often during the data entry process. As this is a HIPPA database, page will timeout if left open too long without saving; unsaved data will be lost.** This will protect your data and time in the event that you loss connectivity with the secure server. It is a good idea to enter the “name” “date of birth” “gender” “race” and “MCO/LME” first, then click the save button to save the initial referral.

6. Click “Review” to return to the Referral Intake Page.
7. Once you have finished the referral, click the “Save” link one last time.
8. Click the “Submit” button to submit the referral to the Rapid Resource for Families Member Agencies for review. IAFT® referral will go through a review process under guidance of the applicable MCO.

Please note your referral is not active until you submit.
 The save feature allows you to work on the referral but does not submit for RRRF member agency review.
 If you need additional assistance please call 1-888-38-RAPID. (1-888-387-2743)

Referrals					
Add New Referral					
	Client	Date of Referral	Type	Entry Date	Submtion
Review	test test	8/8/2012		8/8/2012 3:22:53 PM	Uploaded 04/22/2013
Review	TEST THIS IS A	10/22/2012		10/22/2012 11:23:33 AM	Uploaded 10/22/2012
Review	TEST THIS IS A	04/11/2013	Emergent	4/11/2013 10:18:37 AM	Uploaded 04/11/2013
Review	This is Test			5/17/2013 4:07:59 PM	Submit

After you submit the referral you will receive automated email, reminding you how long the referral has been out with Network Agencies. Note the 5 digit number associated with your referral for communications with RRRF located on automated email.

If one of the Agencies has a possible match, they will call you directly, but feel free to email Ben Riesser, at briesser@ncrapidresource.org for an update on the referral.

