

How to Enter a Referral from Family Connects into ORCHIDS

On the “Case” tab, click on the “Who Referred Client to this Program?” field. Type “112” in the field to search the list of responses for Family Connects. (Instead of typing, you also could scroll down the very long list and click on the last item in the list, “112 – Family Connects”.)

The screenshot shows the ORCHIDS software interface for a client named "Newborn, Babies First". The "Who Referred Client to this Program?" field is highlighted with a red box. The "Babies First! Case" tab is selected. The "Case Start Date" is 04/03/2021, the "Agency" is Multnomah CHD, and the "Case Manager" is Multnomah, Marina. The "Date Entered" is 04/23/2021. The "Risk Factors" field is also highlighted with a red box. The "Case Information" section shows "Date Referred" as 00/00/0000 and "First Birth?" as a checkbox. The "Infant Birth Anthro" section includes fields for "Birth Weight Pounds", "Ounces", "Grams", "Birth Length Inches", ".00 Cm", and "Gestational Age at Birth".

The response “112 – Family Connects” displays in the field to indicate that Family Connects referred the client to the home visiting program. Remember to save your data entry.

The screenshot shows the ORCHIDS software interface for the same client. The "Who Referred Client to this Program?" field now displays "112 - FAMILY CONNECTS" and is highlighted with a red box. The "Babies First! Case" tab is still selected. The "Case Start Date" is 04/03/2021, the "Agency" is Multnomah CHD, and the "Case Manager" is Multnomah, Marina. The "Date Entered" is 04/23/2021. The "Risk Factors" field is also highlighted with a red box. The "Case Information" section shows "Date Referred" as 00/00/0000 and "First Birth?" as a checkbox. The "Infant Birth Anthro" section includes fields for "Birth Weight Pounds", "Ounces", "Grams", "Birth Length Inches", ".00 Cm", and "Gestational Age at Birth".