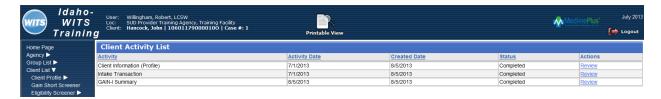
Creating the Consents and Referral for 19-2524

To create the consents and referrals for a 19-2524, ensure that the Client Profile, Intake, and GAIN I have been complete and that the GRRS has been downloaded into WITS and follow the steps below to

- 1) Create the Consent to IDOC
- 2) Create the Consent to DHW
- 3) Create the Referral to DHW



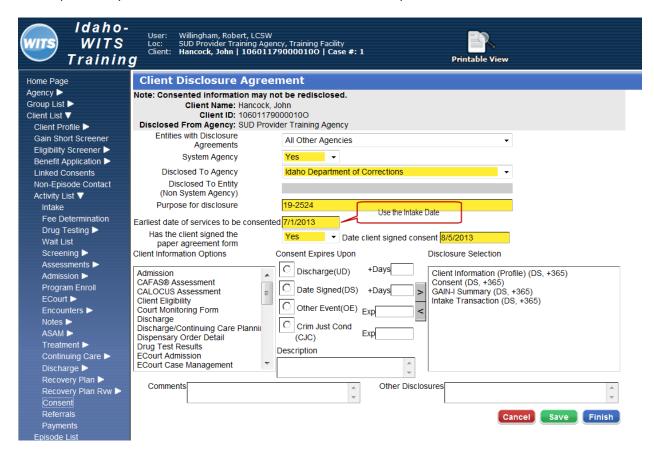
1. Click on Consent



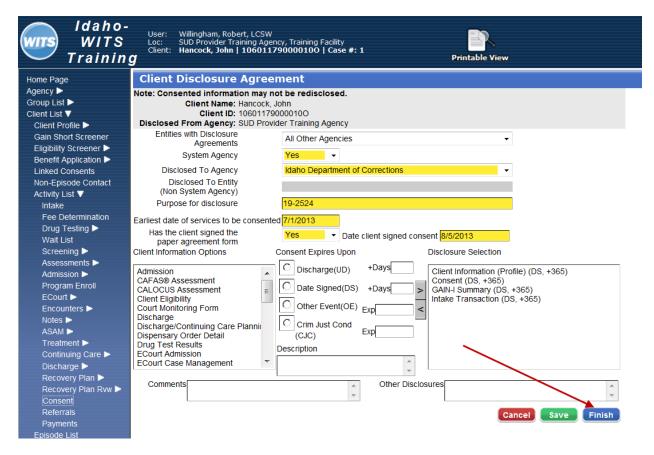
2. Click on Add New Client Consent Record



3. Complete the yellow fields as shown below to consent the required information back to IDOC.



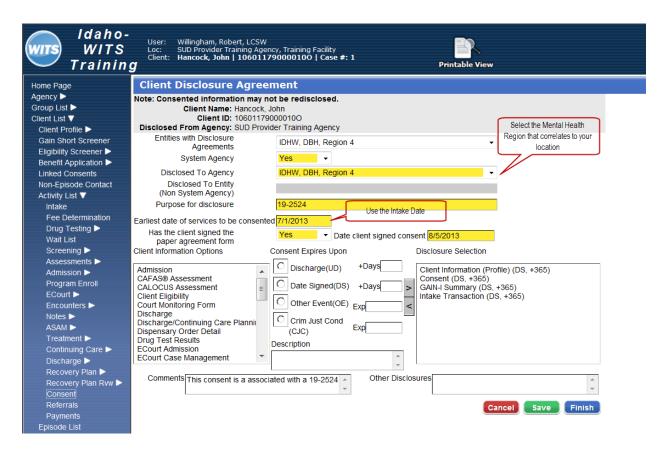
4. Click Finish



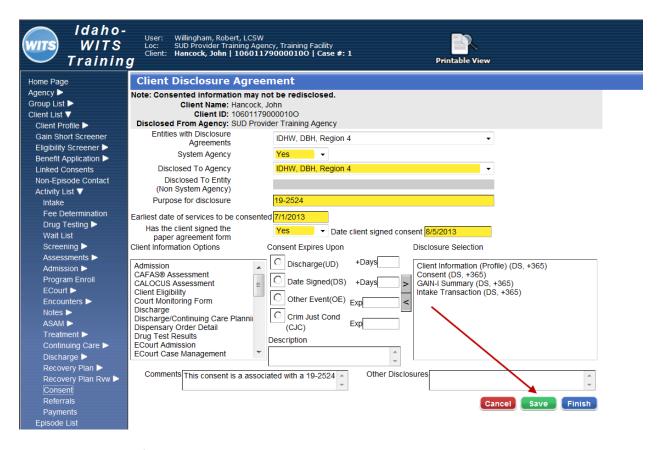
5. Click on Add New Client Consent Record



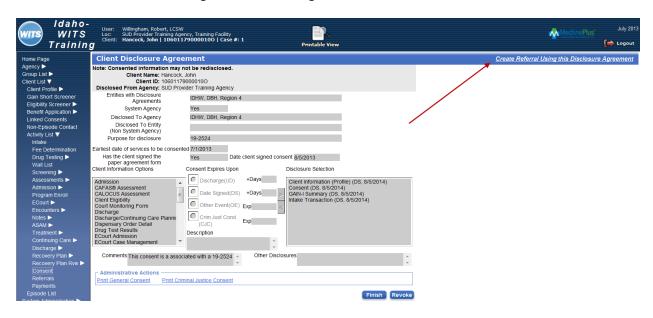
6. Complete the yellow fields as shown below to consent the required information to the Mental Health Region.



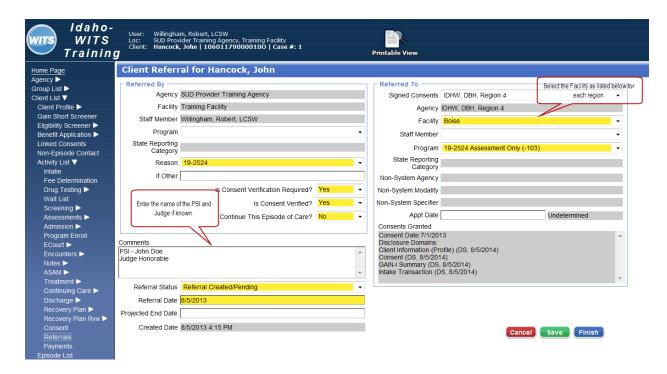
7. Click Save



8. Click on Create Referral Using this Disclosure Agreement



9. Complete the yellow fields as shown



Note: Please refer 19-2524 to only the following facilities:

Region 1 – Coeur d'Alene

Region 2 - Lewiston

Region 3 – Caldwell

Region 4 - Boise

Region 5 - Twin Falls

Region 6 - Pocatello

Region 7 - Idaho Falls

10. Click Finish

