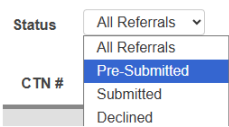


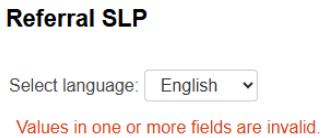
Tips for Successful Submission and Correction of Incomplete SBRS Referrals

This document outlines how to identify that a Speech Language Therapy or Occupational Therapy/Physiotherapy has been successfully submitted in the SBRS Referral Portal to SBRS Intake Services, how to resolve incomplete referrals or remove them when they are no longer required.

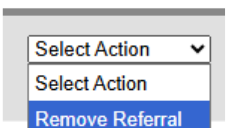
Finding the Incomplete Referral(s): Identified by filtering for referrals in a Pre-Submitted status.

Step	Visual Reference
1. Select Status drop down and select Pre-Submitted status	
2. Click 'Search' and any referrals in 'Pre-Submitted' will load.	

Submitting the Referral(s): Completed by submitting the referral with all mandatory fields.

Step	Visual Reference
1. Click on the student's name for the referral in Pre-Submitted	
2. Review the referral to confirm it is complete, select Submit at the bottom of the referral.	
3. If mandatory fields are missing, the referral displays "Values in one or more fields are invalid". The referral cannot be submitted until all mandatory fields are completed.	

Removing Pre-Submitted Referral(s): Completed by removing a referral if it is no longer required.

Step	Visual Reference
1. Click on 'Select Action' on the referral and select 'Remove Referral'	

Confirming Successful Referral Submission: Identified by confirming the referral is in a Submitted status.

Step	Visual Reference
1. Find the student's referral and confirm it has a 'Submitted' status.	