**YOUR ORGANIZATION’S NAME APG Referral Log**

In accordance with HIPAA and 42 CFR Part 2, APG and youth information is treated the same as any other Protected Health Information (PHI).

Please secure any identifying information, including this referral log, in a locked cabinet or password-protected location.

**Person reviewing log: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date log was last updated/reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Youth name/ ID** | **Contact information of youth/ caregiver** | **Referring person/ entity** | **Date referral made for APG** | **Who will follow up on referral** | **By when** | **Status** | **Follow-up/notes** |
| 0 | *Sam Smith* | *Home phone (603) 673-1234* | *Heather Ramone, clinician* | *9/1/17* | *Desiree* | *9/3/17* | *No answer; left message requesting call back on 9/2/17* | *Called again 9/3/17 & connected with Sam, discussed APG program & Sam plans to attend 9/9/17* |
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**Instructions for using the APG Referral Log**

Tracking referrals for your APG team allows your organization to monitor where your referrals are coming from, whether youth are quickly matched to a Youth Peer Support Specialist and APG, and the length of time it takes from referral to engagement. This information is necessary to improve the overall quality of care being provided, while also reducing inefficiencies and enhancing existing processes for youth to access supports in a timely fashion.

1. The Referral Log should be updated at least monthly by a Coach/Supervisor, and treated as a confidential document to protect youth. The log should be kept in a locked file cabinet or storage unit, when not in use.
2. The person reviewing the log should be the APG Coach or Supervisor overseeing Intervention Implementation within your organization. Enter this person’s name on the line labeled “Person reviewing log.”
3. Enter each youth referred to the APG into the log in the column titled "Youth name/ID." You may choose to enter a student ID or case number rather than the youth’s name to further safeguard the youth’s identity. The APG Coach/Supervisor should have access to files and/or the master list linking the ID with the youth’s name, if this is what is used on the log.
4. Enter the contact number, email address, or other preferred contact method for the youth and family in the next column labeled “Contact information of youth/caregiver.”
5. Enter the name of the referring person or entity and their relationship to the referred youth in the column titled "Referring person/entity," e.g., name of school counselor at the Baker School, or Mary Smith, mother. The referring person/entity should be consistent with the referral process identified by your APG Team. Therefore, the APG Coach/Supervisor should be very familiar with the referral criteria identified.
6. In the next column, write the date the referral was made.
7. In the next column titled "Who will follow up on referral,” write the name of the staff member’s name who will outreach the youth and family. It is important to move on referrals quickly and to follow-up with the student and family about their interest.
8. In the “Status” column, document whether the student is still actively participating, is planning to transition out, or has terminated participation in the APG.
9. In the notes section, an APG Coach/Supervisor can record any relevant notes related to the referral, i.e., if a decision was made to postpone the referral to an intervention or any other relevant information about the referral.
10. Add additional pages, numbering the referrals as needed.
11. Each month, the APG Coach/Supervisor should be reviewing this log to determine if there are inefficiencies, lack of follow-through on interventions or other barriers slowing down the referral/process, and engagement in a continuous improvement cycle to address any issues.