

Send a referral to a Service Provider in NEworks

When assisting an individual,

Staff Profiles > General Profile > Activities tab:

Case Notes	Activities
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>Click Staff Referrals to Providers link (third down in left column):


[Staff Referrals to Providers](#)

Select this option to create, edit and track referrals to local service providers for the selected Individual.

>Click Add Referral button

Add Referral

> Fill in LWIA/Region, Office Location of Referral, Date of Referral, and Program Making Referral:

* LWIA/Region:	<input type="text" value="09 - Region 9"/>
* Office Location of Referral:	<input type="text" value="093001 - NDOL Admin Campus"/>
* Date of Referral:	<input type="text" value="04/15/2019"/> 
* Program Making Referral:	<input type="text" value="Title III - Wagner-Peyser (WP)"/>

>Scroll down and type in reason for referral and additional information regarding referral:

Other Description:	<input type="text"/>
* Reason for Referral:	<input type="text" value="DVOP Services"/>
* Additional information regarding referral:	<input type="text" value="Spoke with Carol about services available for Veterans. She is interested and would like to meet with a Veteran's Representative to discuss further."/>

[\[Spell Check \]](#)

>Scroll down and select “Search for Provider” link:

Referral To:

[Search for Provider](#)

* Provider Name:

>Use either “Begin with” or “contains” and type search words in the Provider Search Box, then hit submit. For example, if searching for Nebraska Department of Labor, you can use “begin with” and type “Neb” then hit submit. Scroll down and select “Nebraska Department of Labor” from the results.

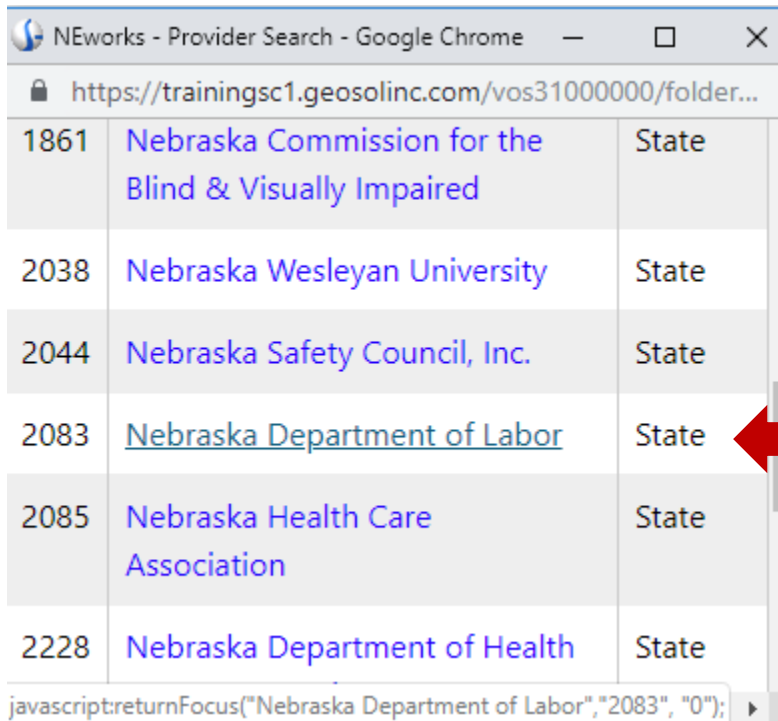
* **Search Type:**

Begin With

Contains

Please enter at least 3 characters to search for a Provider:

* **Provider Search:**



ID	Provider Name	Location
1861	Nebraska Commission for the Blind & Visually Impaired	State
2038	Nebraska Wesleyan University	State
2044	Nebraska Safety Council, Inc.	State
2083	Nebraska Department of Labor	State
2085	Nebraska Health Care Association	State
2228	Nebraska Department of Health	State

javascript:returnFocus("Nebraska Department of Labor","2083", "0");

>Use drop down menu next to “location” and select the location you would like to refer the job seeker to. This will prefill the address for you:

Referral To:

[Search for Provider](#)

* Provider Name:

Nebraska Department of Labor

Location:

None Selected

* Address 1:

None Selected

Address 2:

* City:

* State:

* Zip:(99999-9999)

Contact:

* Contact Person:

* Contact Phone:

Contact Email:

Contract:

Program/Service:

Nebraska Department of Labor

Alliance Career Center

Beatrice Career Center

Columbus Career Center

Fremont Career Center

Grand Island Career Center

Hastings Career Center

Lexington Career Center

Nebraska City Career Center

Norfolk Career Center

North Platte Career Center

Omaha Career Center

Omaha Blue Lion Career Center

Scottsbluff Career Center

Sidney Career Center

York Career Center

Lincoln Career Center

None Selected

None Selected

Ext.

>Use drop down menu next to "Contact" and select the type of services you are referring for or the name of the contact for that organization. Contact info will prefill:

Contact:

Veteran Services

* Contact Person:

Region 9

* Contact Phone:

402

- 471

- 2275

Ext.

Contact Email:

ndol.lincolnwfd@nebraska.gov

>Hit Save.

Complete/Result a referral sent to you in NWorks

When assisting the individual who was referred to you through NWorks,

Staff Profiles > General Profile > Activities tab:

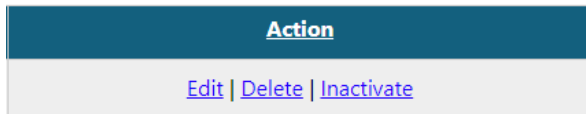


>click Staff Referrals to Providers link (third down in left column):

[Staff Referrals to Providers](#)

Select this option to create, edit and track referrals to local service providers for the selected Individual.

>Click "Edit" under the action column for the referral that was sent to you. If there are multiple referrals for your organization with similar dates, you might need to click "edit" on a few of them and view the details inside to see if it is the referral that was sent to you.



>Scroll down to the Referral Result section:

Referral Result



Individual attended session at referral provider: Yes No

Comments:

Met with Carol to discuss Veteran services.

[[Spell Check](#)]

Status: Successful ▼

Last Edited By: 800004 Flanagan ,Kelly

Save

Cancel

>Use the radio buttons to indicate if you met with the individual or not.

>Type any comments into the comment section.

>Result the referral as either “successful” or “unsuccessful” using the drop down menu next to “Status”.

>Click Save button.

>The referral status is now marked as complete:

Provider	Date	Status	Action
Nebraska Department of Labor	04/10/2019	Complete	Edit Delete Inactivate

