Notes:

1. Path: AVATAR CWS/Other Chart Entry/AOD Referrals
2. AOD Initiates referral that is sent to Provider
3. Red Fields are required information
4. Provider recipients will get notification through the TO DO LIST
Notes:

1. Providers check TO DO LIST. If you see an AOD Referral double click on message. Then click blue view button.

2. Once a client comes to the agency open Proof of Enrollment Form. Document date and status of enrollment

3. In send box, look for the name of the person who initiated the referral.

4. Clicking Draft will not send the Proof of Enrollment. If provider has verified all the information to be correct, click FINAL and then Submit
Notes:

1. Proof of Discharge completed by provider
2. Document clients discharge date and status. This is required. The fields are in red.
3. Click either Draft if the information has not been verified. If all the information is correct, then click FINAL and submit.
4. Discharge will be sent to AOD.