PROVIDING REFERRALS TO YOUTH IN YOUTH-SERVING SYSTEMS

**PHASE 1 Establish Organizational Policy**
- Conduct organizational assessment
- Identify organizational strengths/gaps
- Establish vision for implementing referral system
- Establish leadership structure
- Develop policy

**PHASE 2 Develop Referral Process**
- Identify opportunities for referral
- Identify core staff to give and track referrals
- Develop algorithm for providing referrals
- Develop referral log for tracking referrals
- Develop data collecting, reporting and use process
- Develop linkage agreements with health centers

**PHASE 3 Develop Communication Materials**
- Develop referral guide
- Develop other communication materials (posters, flyers)

**PHASE 4 Train Staff and Build Competency**
- Training for core staff (see reverse for list of trainings)
- Build awareness among other staff

**PHASE 5 Implement and Improve**
- Pilot, modify and finalize referral procedures
- Promote broad implementation
- Implement communication plan
- Report, review and use performance metrics to improve

**PHASE 6 Institutionalize**
- Quarterly reporting, review and use of performance metrics for quality improvement
- Revise job descriptions, staff performance reviews, hiring practices
- Integrate into staff orientation and training

**Structure**
- Organizational policy in place
- Trained staff

**Referrals**
- All youth assessed for sexual activity on at least an annual basis
- All sexually active youth referred for sexual and reproductive health services (active or passive)
- All sexually active youth given referral guide
- All referrals tracked on referral log

**Communication**
- Posters, flyers indicating locations of sexual and reproductive health centers

**Outcomes**
- Increase referrals of youth to school-based and community-based sexual and reproductive health providers for sexually active youth
- Increase the number of sexually active teens receiving sexual and reproductive health services
REQUIRED TRAINING FOR CORE STAFF (AT LEAST ANNUALLY)

Providing Effective and Confidential Referrals
Organizational Referral Policy
Steps in Making a Referral
Tracking Referrals
Referral Guide
What to Expect in a Clinic Visit

Adolescent Sexual and Reproductive Health
State and Local Epidemiology (Rates of STD/HIV/Pregnancy)
Sexual and Reproductive Health 101
State Laws and Regulations (Minors Rights’ and Confidentiality)
Reporting Requirements
Trauma-Informed Care