



Referral Toolkit Checklist

CHECKLIST		
<input type="checkbox"/>	Add or remove items as needed based on the availability of programs in your area	Refer to the interactive directory at www.earlyimpactva.org
<input type="checkbox"/>	Schedule a visit lasting 5 or 15 minutes with the doctor, nurse, social worker, or other professional administrative staff of those in your community who work with pregnant and/or postpartum women and families	
<input type="checkbox"/>	If your community has multiple programs, collaborate and conduct the outreach visits together	
<input type="checkbox"/>	Bring copies of provider resources to the visit	Encourage provider to visit the “provider resources” page at www.earlyimpactva.org if they need additional information
<input type="checkbox"/>	During the visit, provide an overview of the evidence supporting the benefits of home visiting services	Present home visiting as a partner to the provider for the benefit of patients and their families
<input type="checkbox"/>	Emphasize the shared goals of home visiting in partnership with the provider	The goal is to increase positive outcomes together
<input type="checkbox"/>	At the close of the visit ask the provider to commit to referring pregnant and postpartum women to you that they feel will benefit from home visiting services	Consider leaving behind the “prescription for home visiting pads” with your business cards and contact information
<input type="checkbox"/>	Document the results of the visit	Keep a file of a summary of who the visit was with and any pertinent comments about the meeting
<input type="checkbox"/>	Put the file with the notes in a central place in your office or electronically and commit to updating and visiting all partners on an ongoing annual basis	Make sure to follow-through on all referrals and consider using the referral form on this site.