

# Refer well

- ˘ Keep a list of counselors, organizations, programs which you have personally contacted and researched.

- ˘ Gain consent from your client before making any contact on their behalf

- ˘ Ask whether they would like to call themselves or would like you to call with them on speaker phone.

- ˘ When appropriate, arrange for someone to accompany them to the first appointment or to follow up after.



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- ˘ Personally speak to the service you are referring to.
- ˘ Gain consent from your client before making any contact on their behalf
- ˘ Set up a joint appointment to help ease the transition process
- ˘ Follow up with your client
- ˘ Allow your client to determine how much help they would like with phone calls and appointments.



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