

SBRS Referral Tips

The following tips are designed to support successful referrals and help ensure students are connected to the appropriate service pathway as quickly as possible.

Tip #1 - Using the Correct SBRS Referral Form

Why it matters: Using the SBRS Referral Form helps ensure the referral contains the information required for SBRS OT, SBRS PT, or SBRS SLP services.

Helpful Reminder: The **SBRS Referral Form** will request **both** school and student/family information.

Best Practice: Bookmark the SBRS form for quick and easy access. [ErinoakKids SBRS Referral Form](#)

Tip #2 - SBRS Referral Code

Why it matters: The SBRS referral code helps ensure the referral is directed to the appropriate service pathway without delays. You cannot submit an SBRS referral without the referral code.

Helpful Reminder: This code can be found on the SBRS postcard which is included in the communication package at the beginning of the school year. Connect with the SBRS clinicians or clinical services supervisor for your school if you cannot locate the referral code. This code will also be used when clinicians share reports/documents.

Best Practice: SBRS referrals require a referral code, have the code available before starting a referral.

Tip #3 - Accuracy of Student/Contact Information

Why it matters: Accurate information supports efficient processing of referrals and avoids privacy incidents. Information to review carefully for student, primary and secondary contact includes:

- Address, including unit number when applicable
- Date of birth using the correct format (**DAY / MONTH / YEAR**)
- Appropriate email address for primary and secondary contacts
- Current phone number
- Primary/Secondary contact relationship to student

Helpful Reminder: A quick review of demographic and contact information before submitting can help avoid follow-up questions and support referral processing.

Best Practice: Clear cache and cookies and compare information with recent school documents.

Tip #4 – Matching Student and School Contact Information to Correct Section

Why it matters: Entering student and school contact information in the correct sections helps ensure referrals can be processed efficiently.

Helpful Reminder: Before submitting, confirm that each student related section includes the student's information, and the school section includes school staff information.

Best Practice: For each section ask: "Is this information about the student or the school contact?"

The 4-Step Referral Check

- ☐ Right Form – Using the SBRS Referral Form
- ☐ Right SBRS Code
- ☐ Right Student Information
- ☐ Right Contacts

A quick 30-second review can help prevent delays, privacy incidents and support a smoother referral process for everyone

Questions? Contact the ErinoakKids Intake Department at **905-855-2690 ext. 1**