

## REFERRAL SYSTEM

The Counseling collaborative works together as a team in providing services for our students, their parents, and our staff. An online referral system has been implemented by the LAUSD to ensure prompt and immediate action and follow-up. Outlined below, from the LAUSD Behavior Support Office, are step-by-step instructions on how to use the online referral system:

1. Type <https://odr.lausd.net> into the URL to access the LAUSD Online ODR main page.
2. Login using your LAUSD Single Sign-On username and password
3. The following two (2) options are available under the **Referral Mgmt** tab:
  - Create New Referral** – Click on this link to submit a new referral online
  - Download Referral Template** – Click on this link to download a hard copy of a blank referral
4. Creating an electronic referral Click on the **Create New Referral** link. You will be taken to the Office Discipline Referral Entry screen. Here you will begin to enter specific referral information:
  - Step 1 – Identifying Information
    - Click on the **Search By Student Name/Student ID** link to find the student for whom you are completing a referral.
    - Enter the full or partial name of the student you are referring.
    - Click on the student’s name from the list that is generated.
    - Once you click on the student’s name, the identifying student information will be populated onto the referral.
  - Step 2 – Incident Details

Use the drop down menus to indicate:

    - Location – indicate where the incident took place
    - Problem Behavior – indicate what problem behavior(s) occurred; a list of Problem Behavior definitions is available by clicking on the **Click here for definitions** link next to Problem Behavior category
    - Others Directly Involved – indicate others who were involved with the incident
    - Possible Motivation – indicate what may have been the motivation for the behavior
    - Interventions Prior to Office Discipline Referral – indicate what interventions were implemented prior to this referral
    - Other Comments – include relevant and pertinent information that may not have been covered in one of the categories above
  - For some fields in this section (“Problem Behavior,” “Other Directly Involved” and “Interventions Prior to Office Discipline Referral”), you can choose more than one option in the drop down menus by simultaneously pressing the control key (ctl or ctrl, for PC users) or the command key (on some Apple keyboards, this key may have an apple or symbol) and clicking on the options that pertain to the referral. If “Other” or “Don’t Know” is inputted as an answer in any of the fields, be sure to elaborate in the “Other Comments” section.
  - Step 3 – Review and Submittal
    - Review your referral; ensure it is complete and accurate.
    - Press the submit button – once you have pressed the submit button, your referral will go into a Referral Queue and an email message will be sent to all designated Responders at your school (SLC Administrators, secondary counselors, and safety coordinators). This will notify them that a new referral is waiting to be addressed.
    - Click on the lock icon at the top right of the screen to log out of the system.
5. Response and Decision

Once an administrative decision is submitted, the responder may print a copy of the completed referral (PDF file) and make it available to referring staff. Completed ODR data can be viewed in MyData under the Office Discipline Referrals tab.