



# SWARM Referrals

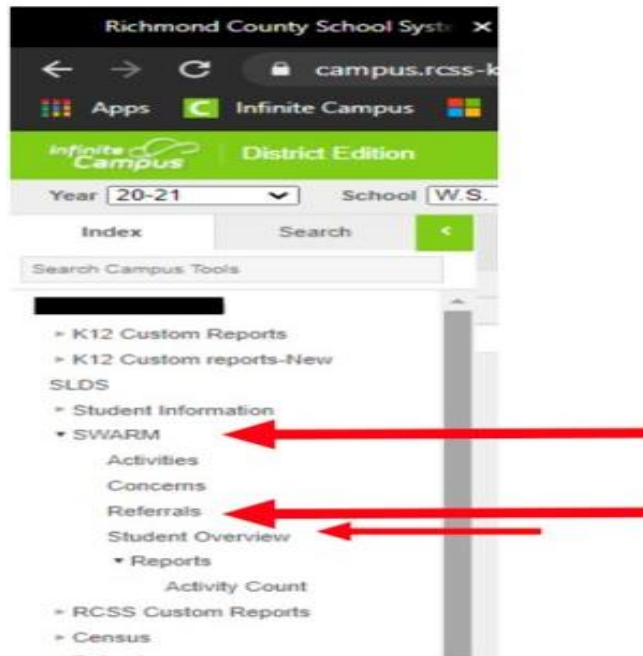
Support Services- Social Work Department

October 5, 2020

# What is a SWARM Referral?

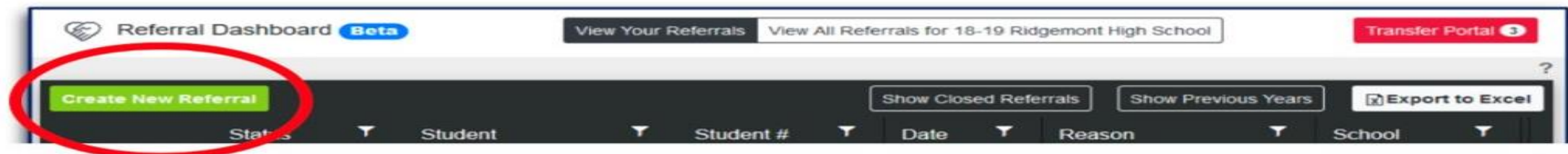
A SWARM Referral is an online referral through Infinite Campus which allows you to share concerns regarding your students with your School Social Worker.

Referrals are created in SWARM. SWARM can be located under the Index side of Infinite Campus.




**Referrals-** make referrals to the School Social Worker

**Student Overview-** Allows you to see if the student has any referrals for the school year.



## Type in the Student's Name and Select

A screenshot of a web application window titled "Create New Referral". The window has a dark header bar with the title and standard window controls (maximize, minimize, close). Below the header, the text "Select a student:" is displayed. Underneath this text is a dark input field with the placeholder text "Search for Student Name..." and a small downward-pointing arrow on the right side, indicating a dropdown menu. A red arrow points to this dropdown arrow. The rest of the form area is empty.

Create New Referral

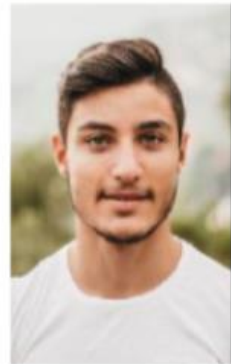
Select a student:

Search for Student Name...

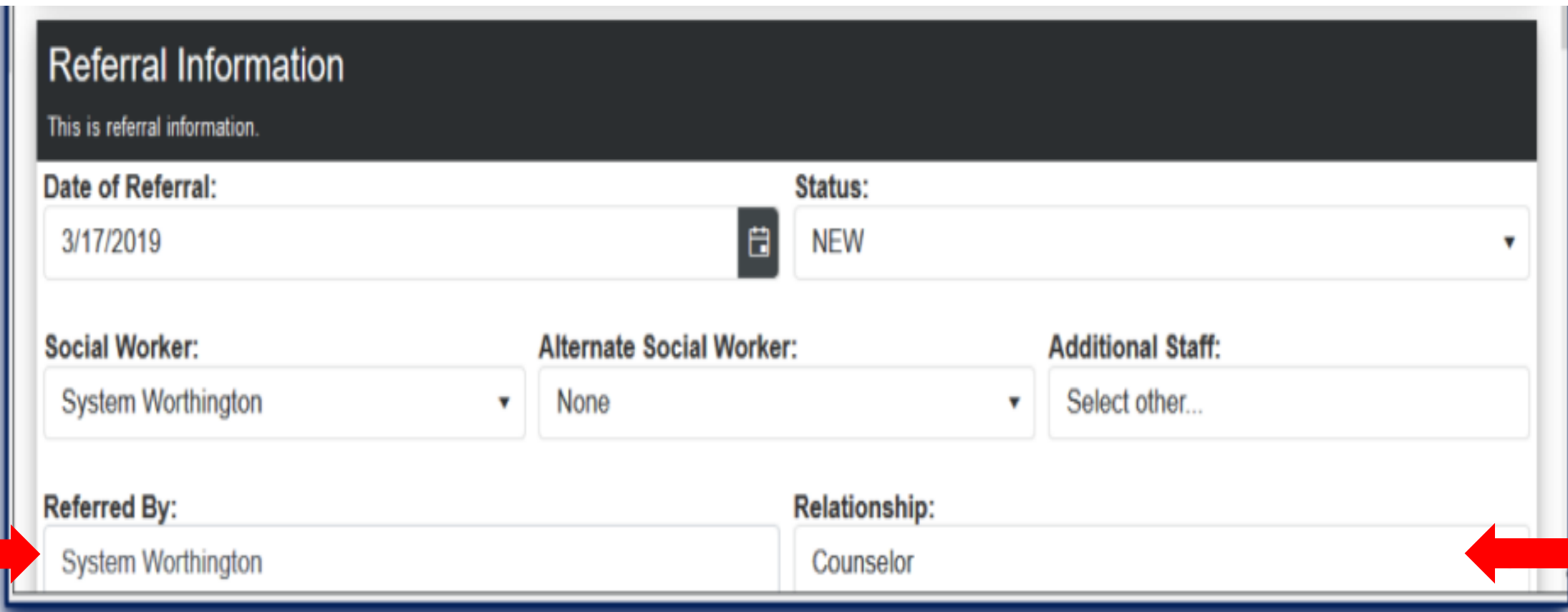
Once the Create Referral button has been clicked and the student name selected, the referral entry screen displays. The student's demographics information populates from his or her Infinite Campus account.

Create Referral


Abercrombie, Saw Marie

<b>Current School:</b> Ridgemont High School (Grade: 10 )	<b>Student Number:</b> 113469	<b>Student Email:</b> Saw.Zac@myschool.org	
<b>Address:</b> 2365 E Hwy 72 Anywhere GA 30003	<b>DOB:</b> 03/02/2001 (Age: 18 )	<b>Guardian(s):</b> Elkins, Naw Dee Fulbright, Bi Kan	
<b>Home Phone:</b> (867)530-9282	<b>Ethnicity:</b> Asian		
<b>Home Language:</b> Karen, Karenni	<b>Gender:</b> M		

Insert the name of the person making the referral and their relationship to the student. The other fields will automatically populate information for your assigned School Social Worker.



**Referral Information**  
This is referral information.

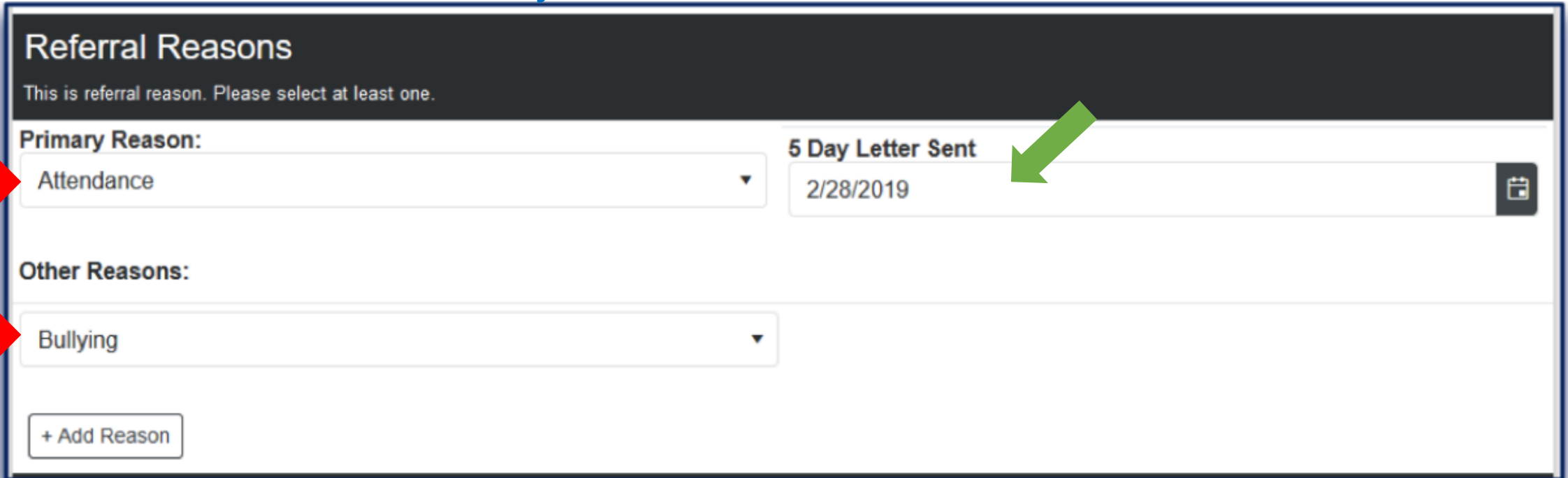
**Date of Referral:** 3/17/2019  **Status:** NEW ▼

**Social Worker:** System Worthington ▼ **Alternate Social Worker:** None ▼ **Additional Staff:** Select other...

**Referred By:** System Worthington **Relationship:** Counselor

Two red arrows point to the 'Referred By' and 'Relationship' fields, indicating where to enter the person making the referral.

The initiator of the referral may create as many reasons as necessary for the case in this area.



**Referral Reasons**  
This is referral reason. Please select at least one.

**Primary Reason:**

Attendance ▼

5 Day Letter Sent  
2/28/2019

**Other Reasons:**

Bullying ▼

+ Add Reason

You may see additional boxes populate once you select a reason. This mean additional information is needed, please do not leave the boxes empty. If you do not have the information or did not complete the task to provide the information; complete the task, then complete the referral.

# Reasons for a SWARM Referral

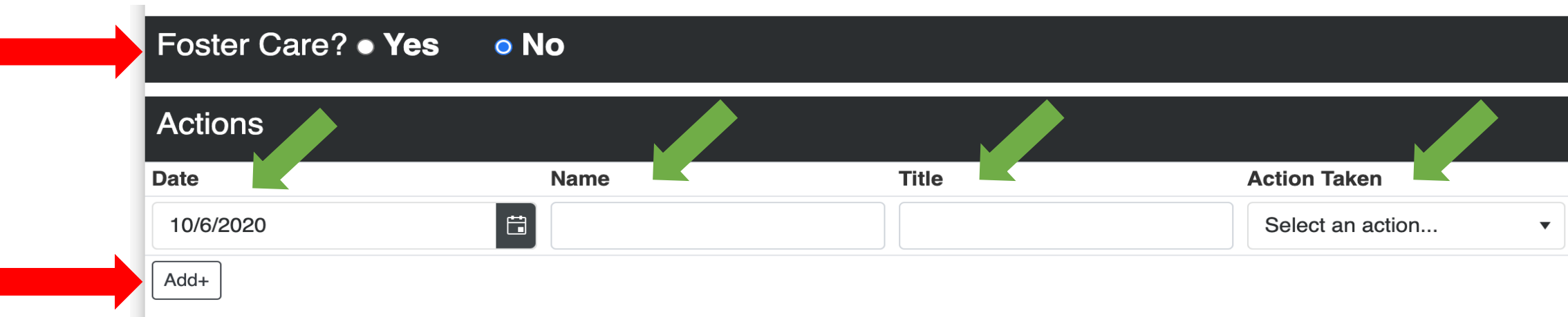
Submit a SWARM referral when you have one of  
the following concerns:

- Academics
- Attendance
- Bullying
- Dropout Prevention
- Drug Abuse
- Economic
- Emotional/Mental Health
- Family
- Gang/Violence
- Guardianship
- Grief
- Health
- Homelessness
- Life threatening
- Other Death/Traumatic Event
- MCKV Enrollment Complaint
- No Show
- Pregnancy
- School Discipline
- Special Education
- Suicidal Ideation
- Suspected Abuse/Neglect
- Unaccompanied Minor/Runaway
- Other

If your concern is not listed consult with your assigned School Social Worker.



Actions Section is to indicate what did the initiator of the referral do to address the concern(s).



Foster Care? ☒ Yes ☐ No

**Actions**

Date	Name	Title	Action Taken
10/6/2020			Select an action...

Add+

Indicate the date of Action, initiator's name and title, then select the action taken. If multiply actions were taken select the (Add+) to create a new action line.

Actions			
Date	Name	Title	Action Taken
10/6/2020	Jane Doe	Teacher	Select an action... ▼
<div>Add+</div>			
Summary			


Conference with MDT

Conference with parent/guardian

Consult with School Administration

Consulted with social worker

In the summary section the initiator needs to describe the concerns in as much detail as possible. Who, what, when, where, results/outcomes of actions taken, next steps or plans created to assist with resolving the concern.



## Summary

This is referral summary.

Test

The final section of the referral lists the names of any other students in the same household. The creator of the referral may check the box next to the name of anyone listed there if a case also needs to be opened on that person's behalf, as well.

Checkbox to make duplicate referral for household member

This is duplicate referral.

	Name	Grade	School	Social Worker	Alt. Social Worker
<input type="checkbox"/>	Bascle, Candy	10	Ridgemont High School		
<input checked="" type="checkbox"/>	Lopez, Hay	07	Interchange Middle School	Samantha Abernathy	None

Create Referral

Select "Create Referral" and your referral is now completed and will be sent to your assigned School Social Worker.

I have  
submitted a  
SWARM  
Referral,  
What's Next?

Index

Search



Search Campus Tools

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General

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RTI

► Reports

▼ SWARM

Activities

Concerns

**Referrals**

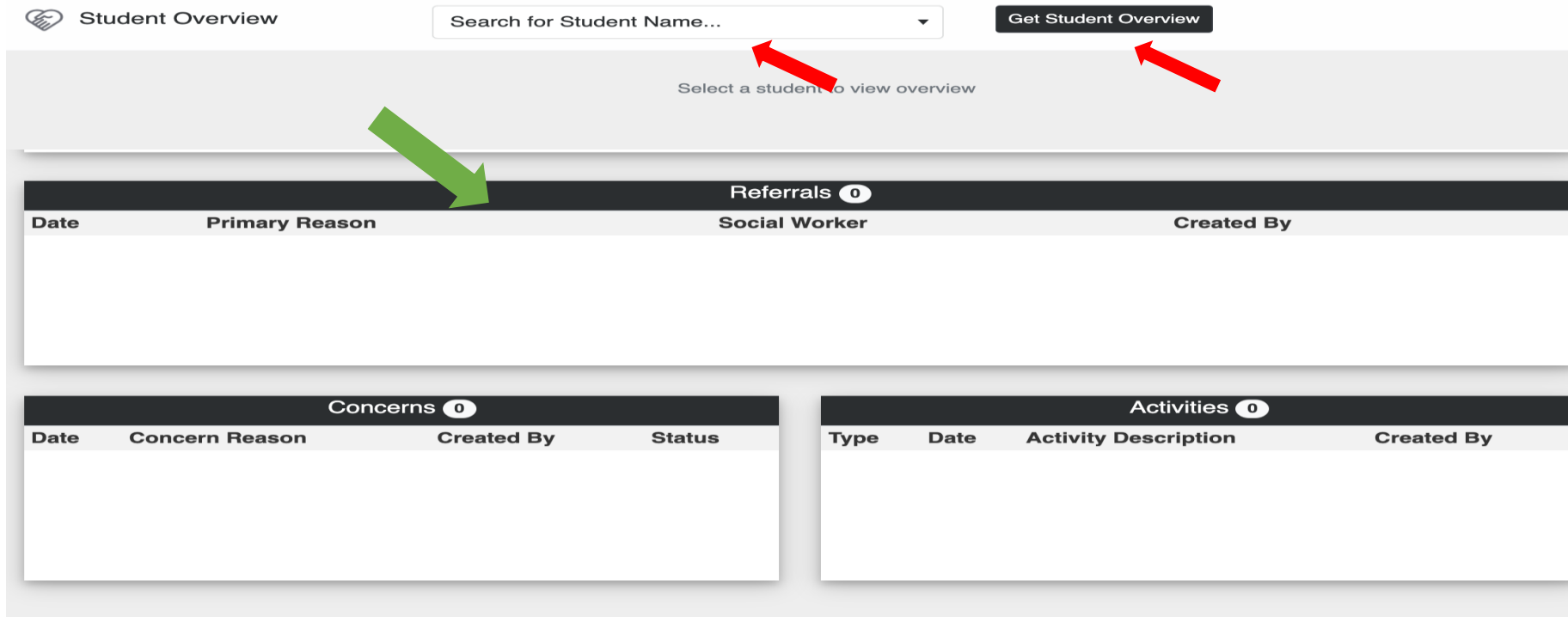
Student Overview

▼ Reports

Activity Count



Select the student's name who you previously submitted a referral. Click "Get Student Overview"



The screenshot shows the 'Student Overview' page. At the top, there is a search bar labeled 'Search for Student Name...' and a button labeled 'Get Student Overview'. Below these is a grey bar with the text 'Select a student to view overview'. A red arrow points from the search bar to this grey bar, and another red arrow points from the 'Get Student Overview' button to the same grey bar. Below the grey bar is a section titled 'Referrals 0'. A green arrow points from the 'Referrals 0' title to the 'Primary Reason' column header. Below this are three tables: 'Referrals 0', 'Concerns 0', and 'Activities 0'. The 'Referrals 0' table has columns: Date, Primary Reason, Social Worker, and Created By. The 'Concerns 0' table has columns: Date, Concern Reason, Created By, and Status. The 'Activities 0' table has columns: Type, Date, Activity Description, and Created By.

Referrals 0			
Date	Primary Reason	Social Worker	Created By

Concerns 0			
Date	Concern Reason	Created By	Status

Activities 0			
Type	Date	Activity Description	Created By

You will be able to see the number of referrals made for this student, the primary reason, concerns and activities being carried out to support the student. A "Details" tab will be available which gives the initiator access to follow up notes from the social worker.

Reviewing the Student Overview decreases replication of referrals, as well as provides a quick glance at the progress of referrals submitted.

If you are unsure whether to submit a SWARM referral, do not hesitate to consult with your assigned school social worker.

# Questions?