SWARM Referrals

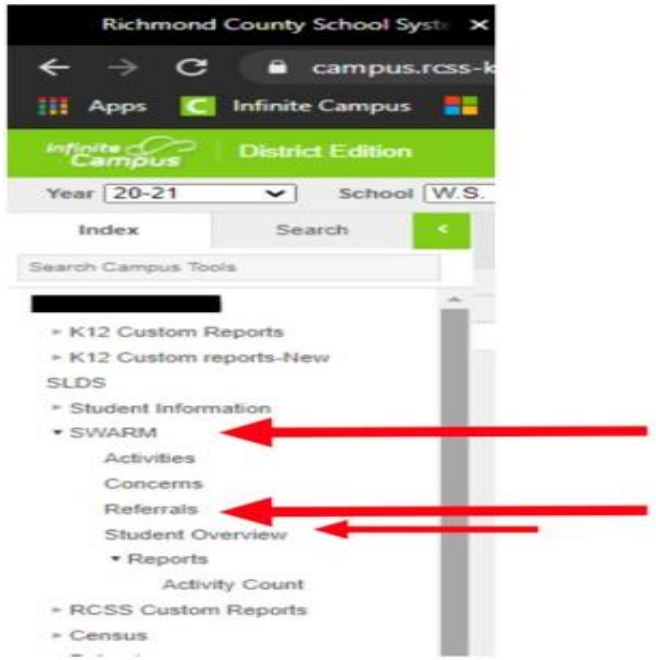
Support Services- Social Work Department

October 5,2020

What is a SWARM Referral?

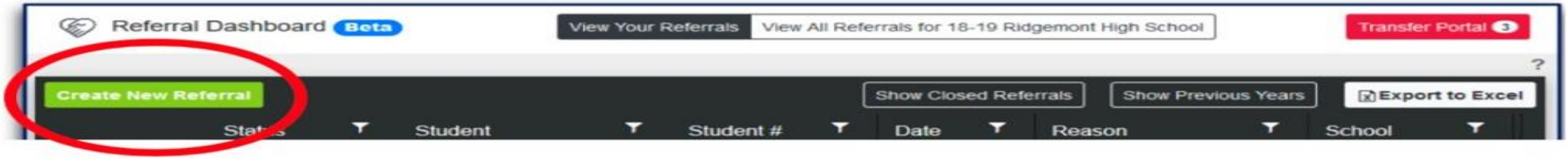
A SWARM Referral is an online referral through Infinite Campus which allows you to share concerns regarding your students with your School Social Worker.

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



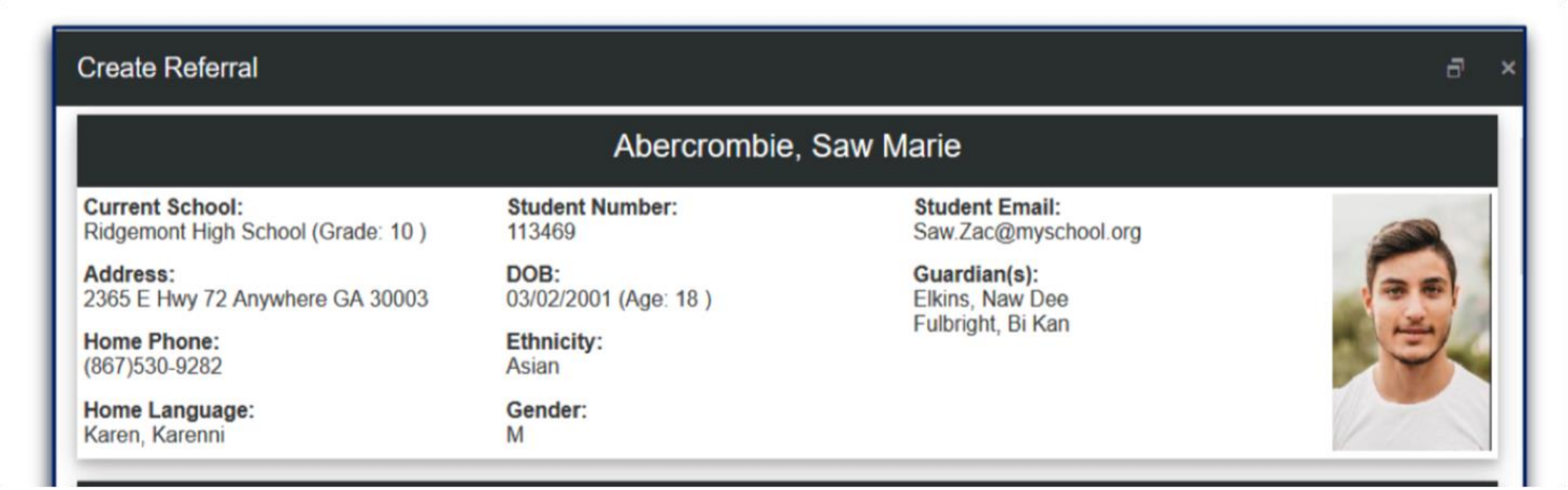
Referrals- make referrals to the School Social Worker

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

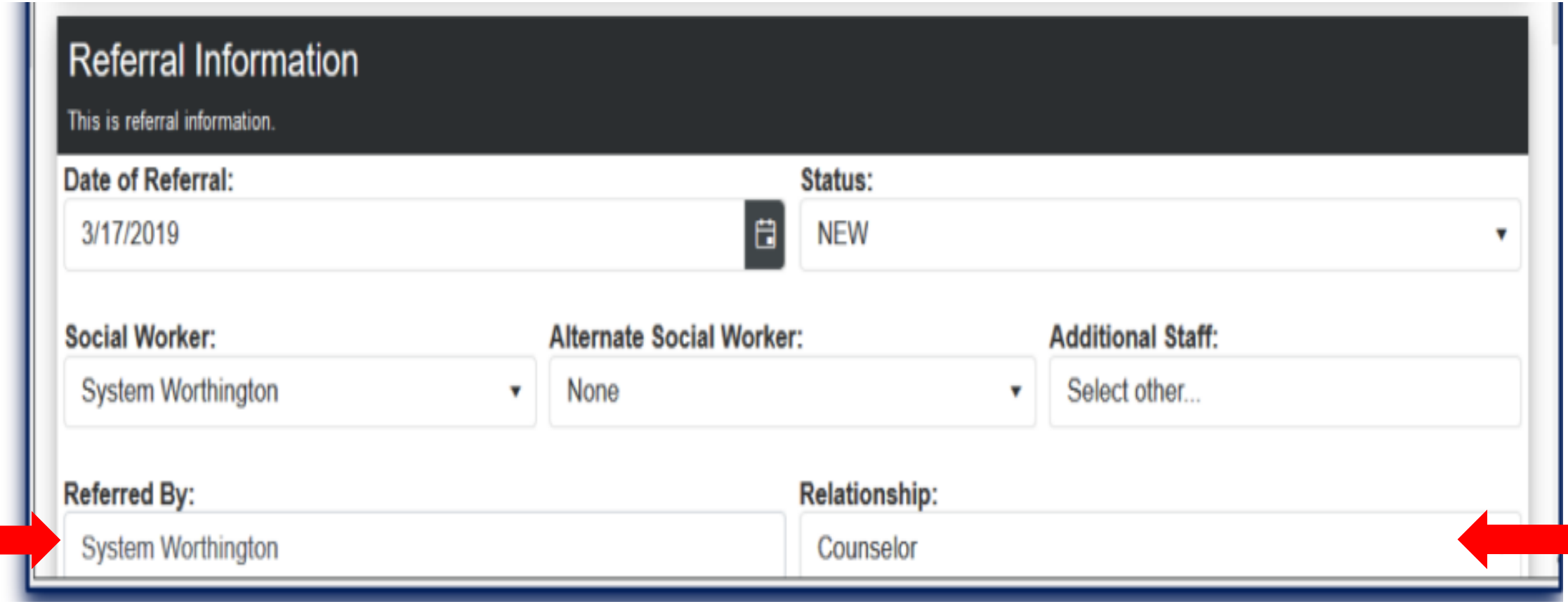


Type in the Student's Name and Select

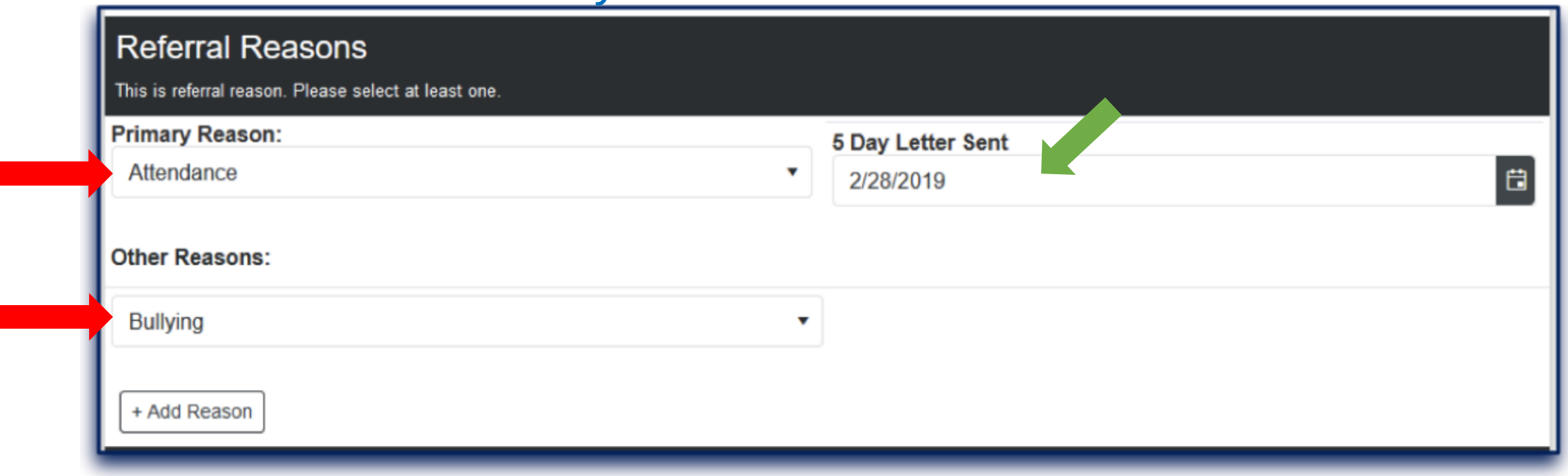
Once the Create Referral button has been clicked and the student name selected, the referral entry screen displays. The student's demographics information populates from his or her Infinite Campus account.



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.



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



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.

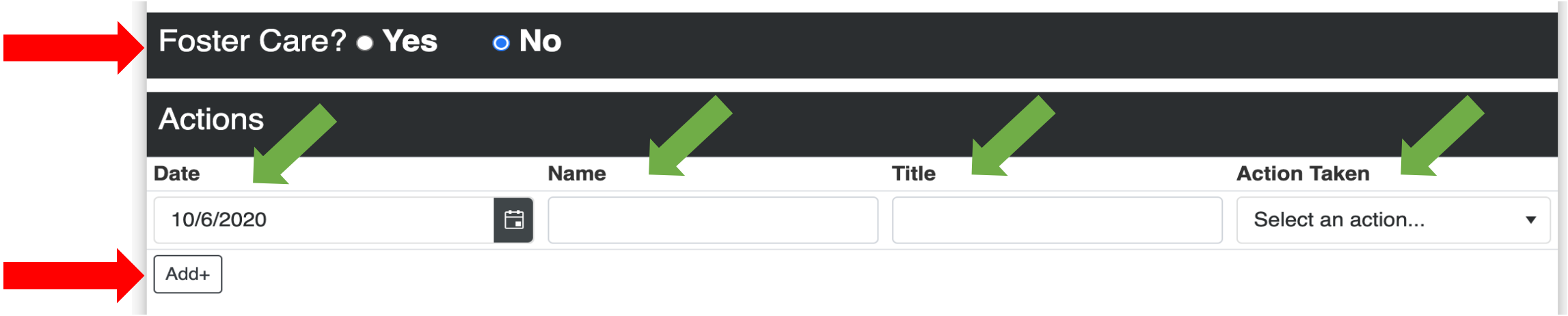
Reasons for a SWARM Referral

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

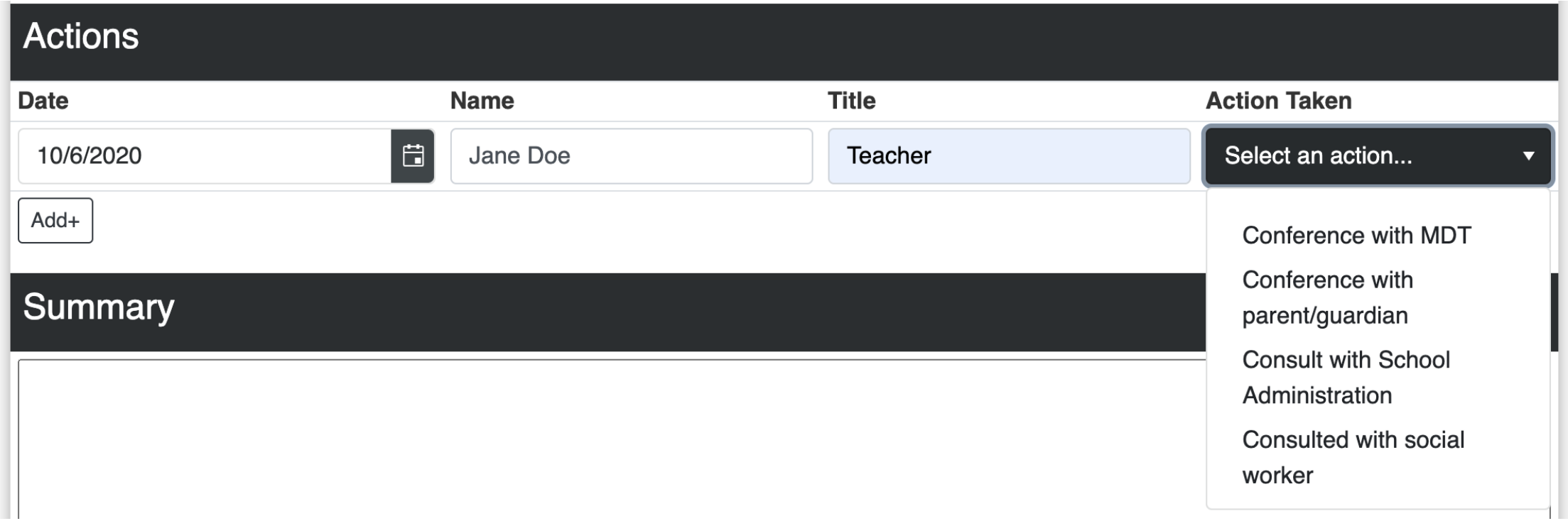
- Academics
- Attendance
- Bullying
- Dropout Prevention
- Drug Abuse
- Economic
- Emotional/Mental Health
- Family
- Gang/Violence
- Guardianship
- Grief
- Health
- Homelessness
- Life threatening
- Other Death/ Traumatic Event
- MCKV Enrollment Complaint
- No Show
- Pregnancy
- School Discipline
- 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).

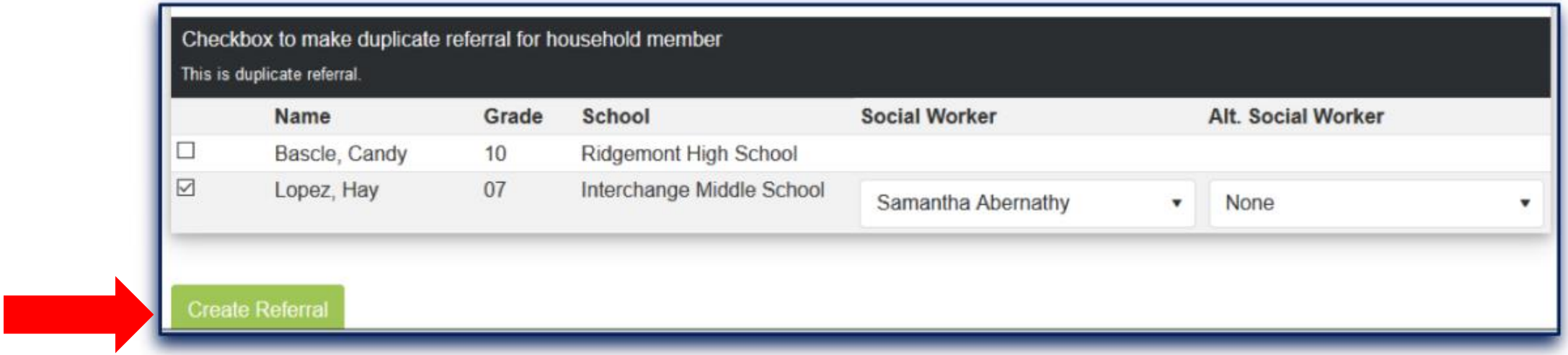


Indicate the date of Action, initiator's name and title, then select the action taken. If multiply actions were taken select the (Add+) to create a new action line.



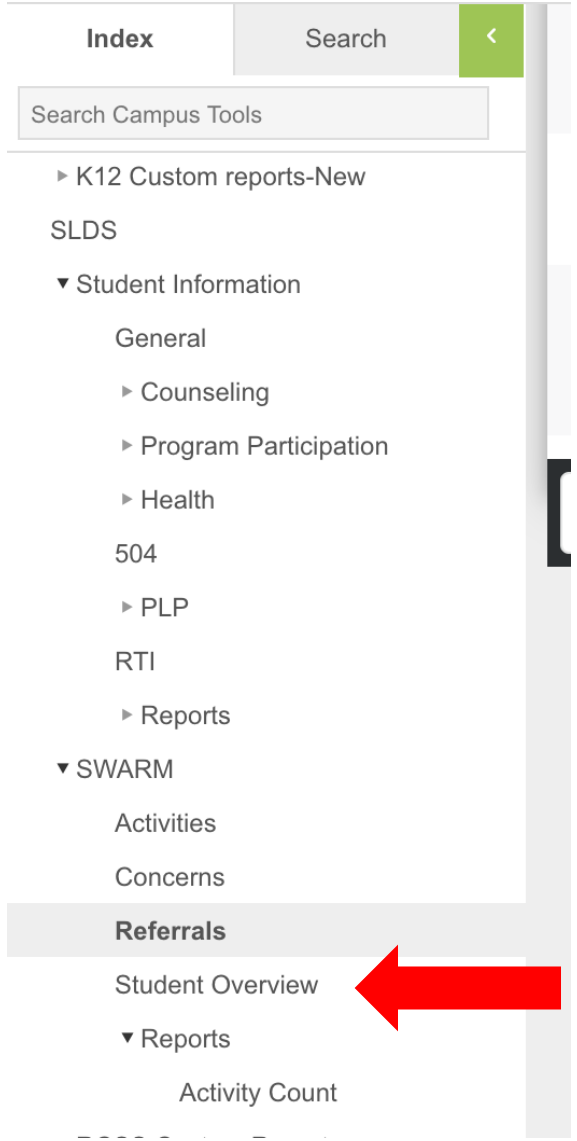
In the summary section the initiator needs to describe the concerns in a must detail as possible. Who, what, when, where, results/outcomes of actions taken, next steps or plans created to assist with resolving the concern.

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.

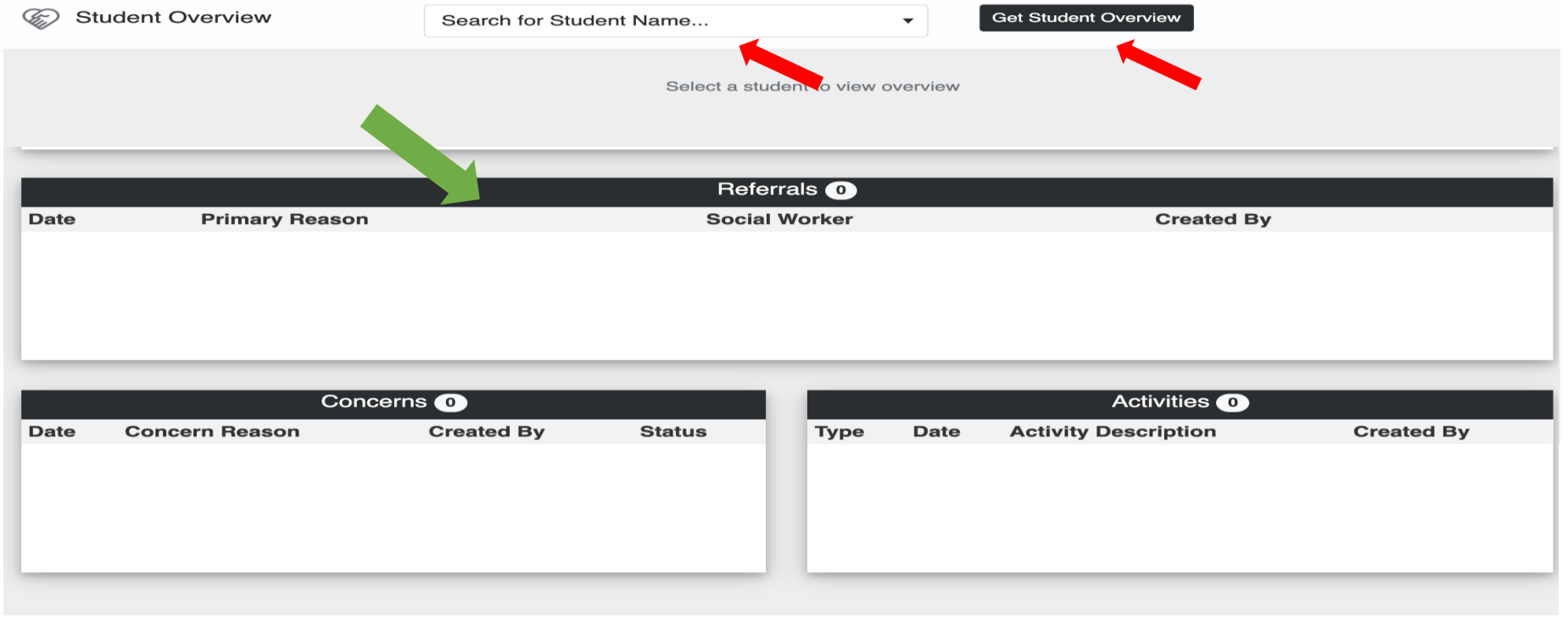


Select "Create Referral" and your referral is now completed and will be sent to your assigned School Social Worker.

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



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



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?