<u>**Learning Support Referral App**</u> – January 2022 Updates

1) **Referral Draft Status:** when a case manager has uploaded a file on the app, but has not hit "Notify Psychs" or "Notify SLPs"

    Example of draft Psych Referral:

	Type	File Name	Status	Uploaded By	Upload Date	Replace	
✕	Psycho-Educational Assessment Referral	Psych-ed referral package Nov. 2018.pdf	Draft	Pirritano, Michael	Oct 21, 2021		Notify Psychs

Note: District Collaborative Support Requests and Designation Requests do not have a draft mode. The upload of document(s) will cause an immediate submission and email notification to the School Administrators (P/VP). There is however the ability to select multiple pdfs at once for upload (see update #4 below).

2) **Merge Button:** located beside the file name
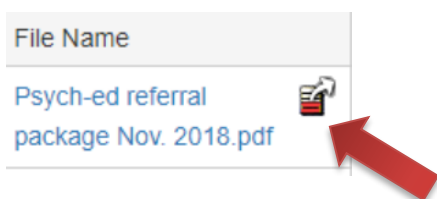
The Merge button enables a user to upload additional documents one at a time when in draft mode.

Example scenario: Case manager drafts a psych referral for student "M Smith" and forgets to upload the birth certificate.

Solution: Click on the merge button, locate and upload the missing file. The app immediately updates the referral, and the added document (eg. birth certificate) is now the last item in the referral package. As a final step, case manager clicks "Notify Psychs" to submit paperwork to Assessment Centre.


3) **Replace Button:**

When in draft mode, case manager can click the Replace Button icon to replace the previous file uploaded with a new file.

Example scenario: Case manager uploads an SLP referral for a student, but the referral lacks signatures.

Solution: Click on the replace button, find the correct file (that contains all the signatures) and the app immediately replaces the original. As a final step, case manager clicks "Notify SLPs" to submit paperwork to Assessment Centre.

4) Multiple File Upload Feature:

When it is time to upload documentation on the app, you can upload multiple items at one time. After clicking the Upload button, this screen should appear:
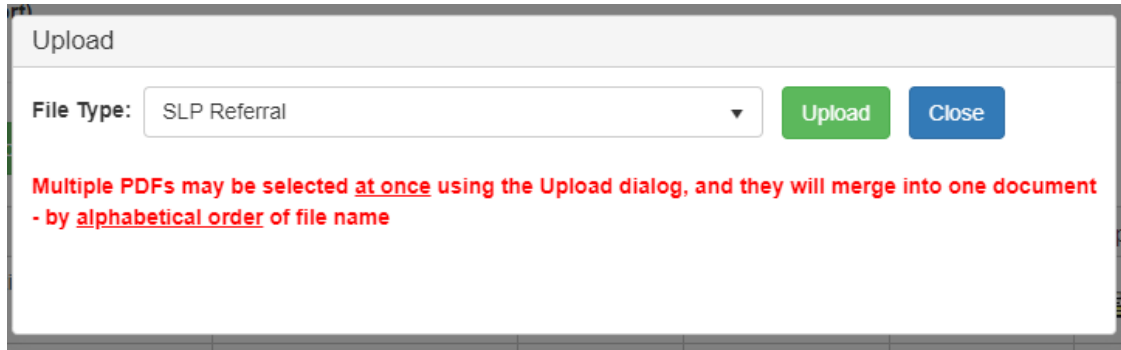
Click on green 'Upload' button and select the multiple files to upload. To merge them as one file attachment, click Open.

Note: The merged files will appear in alphabetical order of file name. If users need the pages in a specific order, they should name files accordingly.

It is also suggested that case managers create a folder on their computer with only the referral files that require uploading so it is easy to select all files and use this feature.

5) Designation Request Merge Button: located beside file name in the "Add Document" column:

The Merge button enables a user to upload additional documents to a designation request. The file is changed and the additional document uploaded is now the last item in the referral package.

Please continue to direct any questions as follows:

Contact the Assessment Centre with questions about SLP & Psych referrals, and designations.

Contact the Help Desk with technical questions.

Contact Sean McCartney or Pam Halverson with questions about District Collaborative Support requests.