**Referral Process for In Home Service Agencies**

1. **Case Manager will fax 106** authorization form to agency. Make sure that all information is complete, especially special circumstances (hospital discharge, wound care, delegations, etc) and case manager contact information (name, phone number and email).
2. **Case Manager will send follow up email** to In Home service agency to notify that 106 form was faxed. Please put **106 referral** in the subject line. Note: Do not include client name or PHI unless using secure email.
3. **Agency will reply to email** to confirm receipt of 106 form.
4. **Agency will send follow up email with assessment appointment date** or any issues they are having reaching the client for case manager follow-up. This should be done within 2 business days. Please reply to same email thread to prevent confusion of sending new email. Note: Remember to use secure or encrypted email if including client name or PHI.
5. **Agency will send follow up email with the date service will begin**. Please reply to same email thread to prevent confusion of sending new email.

**For Presumptive OPI referrals:**

1. **Angela Leonardo (****angela.leonardo@multco.us)/** **Multnomah County staff person will fax in 106 referral to agency and district center.**
2. **District center will assign case to Case Manager.**
3. **District center Case Manager will follow referral process as directed above starting at step 1, so agency will have Case Manager contact information.**

**Agency Email Contact information:**

**Care Givers NW:** **caregiversnw@comcast.net**

**Affordable Care:** **info@helpinghandshomecare.com**

**Synergy Home Care:** **clientintake@synergycolumbia.com**

**Marquis:** **hcreferrals@marquiscompanies.com**