

# PFS Protocol: Referral Tracking Form

## Purpose

This tool will be used to track the referrals you receive related to student alcohol or marijuana issues. We are tracking these referrals in order to determine the rate of student referrals for these issues, and the extent to which referrals are coming from various sources, such as faculty or peers.

## Step-by-Step Data Entry Instructions

Wilder has created a [Google form](#) and an Excel spreadsheet for completing data entry. **You only need to use one of the tools.** Here is a step-by-step process for completing the data entry.

1. **Date of the referral** - Enter the date you received the referral (note: **not** the date you are entering the information).
2. **Did a meeting with the student occur** - Enter *yes* if you met them in person, over the phone or via email or text. Enter *no* if you did not meet them.
3. **Where did the referral come from** – Select the source of where the referral came from (e.g., campus police/security, faculty/staff, counselor/mental health provider, chemical health provider, parent or other family member or the student’s friend, or other.).
4. **Name of person completing the form** – Type the name of the person filling out the form.
5. **Notes or other information** – This is not a mandatory field, but if you want to keep notes down about this referral, you can use this section. Please remember not to put anything identifiable about the student.

If you have any questions about the tracking or the data entry, please contact your identified Wilder consultant.