

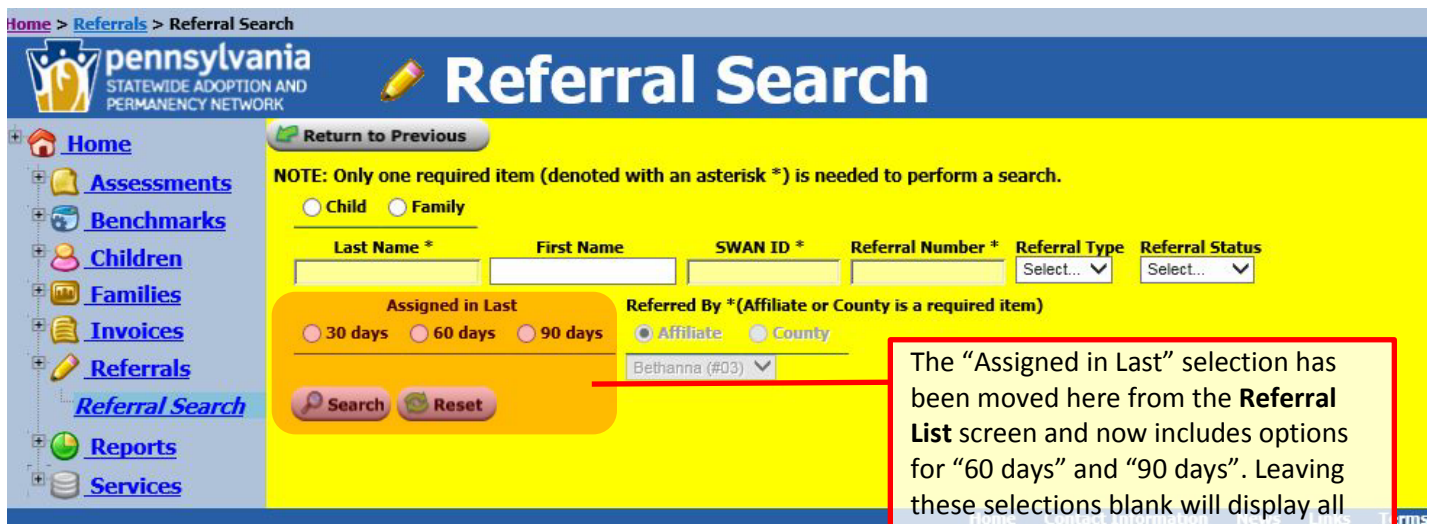
## Changes to Referral Searches in the SWAN Portal

A SWAN Portal update, released on August 24, 2016, enhances the functionality of the **Referral List** screen and incorporates it into the **Referral Search** screen. **The Referral List screen has been removed.**

The **Referral Search** screen allows users to search for existing referrals for both families and children by name or by specific referral number. Users also may now use the **Referral Search** screen to display a list of referrals assigned in the last 30, 60, or 90 days by making the appropriate selection for “Assigned in Last”. (Previous versions of the SWAN Portal only displayed referrals from the last 30 days or “All Referrals” in history.) If no selection is made for “Assigned in Last”, all referrals in history will be displayed by default.

Note: The “Referred By” fields are auto-populated with the name of your agency, and all other functionality on the **Referral Search** screen remains the same as previous. Please refer to the *SWAN Portal User Documentation* for more information on searching for referrals.

### New Referral Search screen



Home > Referrals > Referral Search

**pennsylvania** STATEWIDE ADOPTION AND PERMANENCY NETWORK

# Referral Search

Return to Previous

NOTE: Only one required item (denoted with an asterisk \*) is needed to perform a search.

Child  Family

Last Name \* First Name SWAN ID \* Referral Number \* Referral Type Referral Status

Assigned in Last

30 days  60 days  90 days

Referred By \* (Affiliate or County is a required item)

Affiliate  County

Bethanna (#03)

Search Reset

The “Assigned in Last” selection has been moved here from the **Referral List** screen and now includes options for “60 days” and “90 days”. Leaving these selections blank will display all referrals in history.

### Old Referral List screen (removed as of 8/24/16)



Home > Referrals > Referral List

**pennsylvania** STATEWIDE ADOPTION AND PERMANENCY NETWORK

# Referral List

Return to Previous

NOTE: Click on a referral number below to view the referral.

Referred By:

Display Referrals Assigned in Last 30 Days  Display All Referrals

Affiliate  County  Helpline

Display List

The fields and functionality of the **Referral List** screen have been incorporated into the **Referral Search** screen (above), and the **Referral List** screen is no longer available in the SWAN Portal.