



The Referral Process

1. Read referral script / discuss study with the potential participant and obtain signed permission to submit referral.
2. Complete referral form and fax to 416-615-2532. If you have questions please email us at free2beinfo@woodgreen.org.
3. Referral is reviewed; Free 2 Be Program Manager will contact you if there are any concerns.
4. Making the Shift referral coordinator will contact you to arrange the time/place for initial meeting and baseline interview with young person.
5. The initial meeting and baseline interview will occur and the young person will be assigned to a group.

Referral Tips

- ✓ Use the referral script.
- ✓ Remind participants that their input is important and that they will be compensated for participation.
- ✓ Try to make sure the young person wants to be part of a study.
- ✓ Don't play up the housing subsidy and supports; just mention it.
- ✓ It's helpful when workers can support individuals through the interview process
 - Accompany the potential participant to the interview
 - Be available to de-brief with them afterwards
- ✓ Use the study as an opportunity to engage / connect them with other community resources
 - Being in the study does not prevent participants in either group from accessing any resources (including other programs and services at WoodGreen e.g. Free Tax Clinic, Drop-In Counselling, Youth Job Links, Rites of Passage, etc.)