

REDCap Housing Search & Advocacy Referral Instructions:

- Use the REDCap referral link to access the referral form
- <https://tfisecure.org/surveys/?s=A9P8D399M3>
- Complete all sections of the referral form, including uploading all relevant documents. Where to upload documents is designated within the application in the relevant sections. Required documents to submit a completed referral are:
 - DX letter
 - Homelessness verification (for client's experiencing homelessness)
 - Proof of MA residency (this can be a MA ID, driver's license, shelter letter, utility bill, lease, self-affidavit)
- Once complete, submit the referral form.
 - Enter your email address to receive confirmation of the referral
 - Select the option to download the referral to have a complete copy of the submitted referral
 - Once a referral is submitted, you will not be able to go back in and make changes, so make sure to complete the referral and upload all necessary documents prior to submitting.
- Once a referral is submitted, you will be contacted to confirm that the referral has been received within 2 business days of submission.
- Please refer to the Waitlist Policy for detailed information on the referral process and wait times for placement with an advocate.