

INTRA-TEAM REFERRAL PROCESS

Before making an intra-team referral, discuss the appropriateness with a member of the team who works in that area



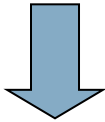
If it appears to be an appropriate referral, discuss with the young person and their family to ensure that they would like the service



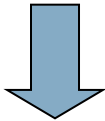
Complete Intra-Team Referral form and give to Project Administrator who will hold it until the next team meeting



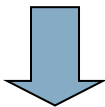
Referral discussed at Team Meeting



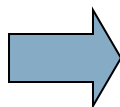
If accepted, referral is allocated to nominated staff member



Within 10 working days of the team meeting, staff member phones and writes to acknowledge receipt of referral and explain the next step i.e. arrange home visit or place on waiting list



If participant has to go on a waiting list contact to be maintained with family on a 30 day cycle to keep them informed



If exceptionally the referral is not accepted a letter will be written to the family giving explanation

Staff member contacts original referrer to update them on progress with the participant

ON GOING ACTION – NOTES OF ACTIONS AND PLAN PUT ON FILE