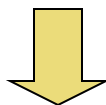


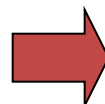
Referral received



Referral given to Project Administrator who checks that referral form has been fully completed, including parental/young person's consent. If obviously outside criteria, eg age, geography, Administrator writes to referrer with explanation



Discussed at weekly Team Meeting



If insufficient information, Administrator sends the referral back to the referrer with a request for more info.



If inappropriate, reasons for decision noted in Team Meeting minutes and letter sent to referrer and family with reason



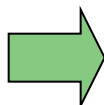
If appropriate, referral is allocated to a nominated staff member. Acknowledgement letter sent by Administrator to family with copy to referrer within 5 working days of Team Meeting. Administrator opens case file and allocates code



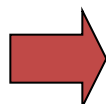
Within 10 working days of the Team Meeting, the staff member 'phones and writes to family to arrange initial visit.



Within 30 working days of the Team Meeting, initial visit undertaken by 2 members of staff  
- completion of participant and parental questionnaires including consents



Staff member contacts referrer to update them on progress with the referral.



If inappropriately allocated, the staff member brings the referral to next team meeting

**ONGOING ACTION – NOTES OF ACTIONS AND PLAN PUT ON FILE**