

To avoid delays and frustration when more information is requested, may you please note the following mandatory requirements when completing referral form.

- Client and next of kin details are essential
- GP email address must be provided
- Where available, referral's email address please –
- Please indicate whether funding has been agreed and the funding borough
- Indicate whether community care assessment has been completed – please do not leave blank
- Indicate whether Rehab has been identified, or day programme and to give details of both.
- **Section 4 Substance is very important and most queries emanate from this section**
- Specify detox required – For alcohol detox please indicate if client is using other drugs and whether detox is required or not
- For drugs, indicate all drugs a client is using. For heroin indicate injecting site where applicable
- Recent UDS is mandatory please. DO NOT SUBMIT FORM WITH THIS SECTION BLANK. If an alcohol client is using cocaine or cannabis occasionally, please provide UDS result.
- Providing old test when client was last seen is better than leaving blank. If an alcohol client tests positive for Benzo, please indicate if this was a one off use or they are prescribed
- Providing a brief history on client's drug use is always useful
- Treatment history is important- please provide if client has been to rehab before
- On BBV, please indicate when client was tested and result. If not known please indicate
- GP summary is a prerequisite. we require a complete GP summary with list of medical problems as first page and list prescribed medication.
- Recent blood test – LFTs including GGT, FBC and U&Es. COVID19 test results if known, please indicate date and result. If client has symptoms please advise testing before admission.
- If there is history of mental health and current engagement with CMHT, please submit recent report. Most CMHTs will send you reports as part CPA
- Please provide name and contact details of CPN/CMHT
- Indicate any history of suicide attempt and note when. If recent please indicate the trigger and whether client is still suicidal.
- On risk assessment, if client has history of violence, please indicate nature of violence and whether they have been violent at the service. It is important to differentiate recent violence from historic.
- On childcare – this is the safeguarding section – please provide full information of any social service information. Also note if there are protective factors
- On Discharge plan, please clarify whether client has rehab in place and how they will travel, please arrange escort where possible. If going home indicate home situation and the support you will provide. (plan for clients that are NFA or coming from hostels)
- Contingency plan must be outlined so we know what to do if client self-discharges
- On referral summary, tell us why client is coming for detox, their motivation etc.
- Please ensure client signs consent as this will enable us to follow up with GP or indicate that client has given verbal consent. Don't leave blank.
- To ensure client comes with only enough clothing for their stay. Excess belongings cannot be stored.
- Clients to bring cash/payment card for their cigarettes, tobacco, extra toiletries, sweets, etc.