

Post Adoption Therapeutic Support Service		
Document Code: SPA/P01		Title: Procedure for referral process
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1. Any initial contact/referral to SET Connects forwarded to adoption team
2. Acknowledgement letter (PAS/L02) to be sent to referrer within 10 working days of receipt of the letter by SET Connects
3. Social Worker from adoption team carries out an initial screening with the family and completes a referral form (PAS/L01) and forwards to Post adoption Support Referral Panel.
4. Post Adoption Support Referral Panel will meet bi-monthly. This will be reviewed annually
5. Client and referrer information is inputted into LCID.
6. If the referral is accepted but the service is unable to offer an appointment within 6 weeks, the referrer is informed of this by letter (PAS/L03), where possible, within 10 working days of the date of the panel meeting
7. If the referral is accepted and the service is in a position to offer an appointment within 6 weeks the referrer is informed of this by letter (PAS/L04), where possible within 5 working days, from the date of the panel meeting, and an appointment time is offered for an initial consultation. A letter (SC/L15) is sent to the GP informing them that the referral has been accepted.