

SET Connects		
Document Code: SC/P01		Title: Procedure for referral process
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1. UNOCINI/LAC documents, Genogram and referral form received by SET Connects via our online referral system on the Trust Intranet site.
2. Referrals are screened by the Service Manager/nominee as they are received
3. Service manager/clinical lead will review and assess referrals within 10 working days. Letter to referrer informing of outcome is sent out within 5 working days of this meeting.
4. Client and referrer information is inputted into LCID. New folder is made up for referral.
5. 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 (SC/L02), where possible, within 10 working days of receipt of the referral
6. If further information is required or the referral is not accepted or referral to another service is recommended SC/L03 will be sent to the referrer, where possible, within 10 working days of receipt of the referral
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 (SC/L04), where possible within 5 working days 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.
8. A consultation is carried out for all young people on admission to care. SET Connects staff will liaise with residential staff to organise consultation and invitations to other professionals.