

8 December 2023

Our Ref: RFI 54659

Dear

**Freedom of Information Act 2000
Information in Relation to ADHD Assessments.**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above, which you requested on 13 November 2023.

A response to each of the questions raised has been provided by the Children's Services Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Caroline Degans
Information Governance Officer

Q1. *Please provide me with a Copy of the Trust policy and guidelines relating to the categorising of children awaiting an appointment for an ADHD assessment.*

A1. There is no Trust Policy relating to the categorising of children awaiting an appointment for an ADHD assessment. However, please see Attachment 1 for the guidelines.

Appointments are offered in a chronological order from the date the referral is accepted.