

INTAKE FORM

Person making referral

Name:	Email:
Relationship to person/Position:	Phone:
Organisation:	Address:

Person requiring support

Name:	Email:
Address:	Phone:
Date of Birth:	Gender:
Primary Diagnosis:	Other Diagnosis:
Workplace/School:	Address of family(if relevant)
Supported Accommodation:	What requested services does this participant require?
What are the person's behaviours of concern?	What is the expected outcome to be achieved:

Please provide details, where relevant, of the following:

Services and Support Ex.GP, Psychologist, occupational therapy, speech pathologist, family member/carer	Organisation name/ Relationship	Contact details (address, phone, email)
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Emergency Contact details

Name:	Phone:
Address:	Email:



Would you allow us to request access any reports that may help us assess relevant support that the participant may need. Yes? No?

Please list any existing reports that are available (e.g., Behaviour Support Plan, Occupational Therapy report, assessment plan etc.)

Type of report	Who prepared this report? Name and Role?	Date of report
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Is the person subject to a restrictive intervention, such as mechanical restraint chemical restraint, seclusion or other? Yes No If yes, Please specify on the space below.

Is the person being referred under an NDIS package? Yes No

If yes, we will need to prepare a service agreement and will need the following information:

1. Which plan goal does this intake referral relate to?

2. What is the NDIS plan number?

3. what is the NDIS plan start and end dates?

4. what is the budget amount and hours requested for PBS services?

5. how will supports be paid? Example: Plan manager or self manage

Is the person being referred under a different scheme? e.g., Medicare, private health? Yes No

If yes, which one?

Are there any risk alerts the team should be aware of? eg., safety alerts, legal issues, police involvement, media? Yes No

If yes, please describe on the space provided below

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Note: Upon completion of this form please send it via email to referral@myhorizoncs.com

