



## Link Service Referral Form

Please read the attached guidelines before completing this form.

<b>Client Details</b>	
Name	
Address	
Postcode	
Date of Birth	
Telephone No.	
<b>Referrer Details</b>	
Name	
Relationship to client	
Address	
Postcode	
Telephone No.	
<b>Client's General Practitioner</b>	
GP Name	
GP Address	
GP Postcode	
GP Telephone No.	

Continued overleaf /



**History of Contact with Mental Health Services**

e.g. number of years, services used

**Potential Risks**

If you are aware of any potential risks that may affect our staff please detail them below e.g. previous threats/aggression by the client or people in their home. Information provided here will not influence support being offered but will enable us to manage risks.

**Reasons for Referral**

Please summarise below your reasons for making this referral, pin-pointing any particularly relevant aspects of the client's needs. Information on contact with other services, factors contributing to illness, and social circumstances may also be useful.

Thank you for contacting the Link Service. Please return your form to the address below. The Link Worker will contact you as soon as possible to arrange a meeting with you and your client. If you have any enquiries concerning the service in the meantime, please feel free to contact us using the details below:

**Jane Shirra – Link Worker**  
**Link Service, FDAMH, 173 Victoria Road, Falkirk FK2 7AU**  
**Tel: (01324) 671612    Email: [jane.shirra@fdamh.org.uk](mailto:jane.shirra@fdamh.org.uk)**



## ***Guidance Notes***

### **What are the aims of the service?**

The Link Service aims to put people affected by mental health problems in touch with local services, and enable them to make fuller use of these. The ultimate goal, as with many of the Association's services, is to promote integration with the wider community and enable individuals to participate in the everyday activities which others take for granted.

### **What will the Link Worker do?**

There are usually three stages involved in work with each client:

Consultation: Whilst the Link Worker will draw on the insights of the referrer, she will also discuss the client's needs with them directly, in order to reach agreed goals utilising the individual's ideas and motivations.

Information: The Link Worker will provide details of local organisations and activities which may be of use in working towards this goal. A wide range of services such as support and social groups, training and education providers, leisure facilities, welfare benefits may be accessed.

Facilitation: The Link Worker will help the individual to evaluate their options, plan a course of action, and follow this through. Having identified organisations which are of particular interest, the individual may choose to approach these independently, or with the support of the Link Worker, who will accompany clients to new services where requested.

### **Is there a waiting list for the service ?**

Due to the level of demand for this service there may be a waiting list. On occasions where this is likely to result in an unacceptable delay, the waiting list will be capped to avoid setting up expectations which cannot be met. Generally clients will be seen on a first come, first served basis, although priority may be given where individuals are leaving hospital or where readmission is otherwise likely. Joint meetings with both client and referrer following referral enable such prioritisation.

### **When will the service be available, and for how long ?**

Clients are offered weekly, fortnightly, or monthly meetings with the worker, dependant on need. Since the service aims to enable a transition to other community resources clients will be seen from six months to a year and in some cases this can be extended.

**Continued Overleaf /**



**Will I be kept informed on my client's progress ?**

Client's progress and satisfaction with the service will be reviewed regularly. Feedback to referrers takes place as and when necessary, particularly where the work is likely to deviate from that agreed at the initial joint meeting. If you require more information simply contact the Link Worker, who will be happy to discuss any developments.

**Who might benefit from the Link Service ?**

The Link Service is open to any adult aged 18-64 years with a severe or enduring mental health difficulty who would benefit from increased levels of activity or support in the community.

The short term, client centred nature of the service places some limitations on those most likely to benefit from this type of support. The Link Service is especially suitable where an aspect of an individual's care plan requires more input, or where a specific issue would be best dealt with in a community setting. Naturally, clients' motivation is also important. Please bear these factors in mind when discussing the possibility of a referral with your client. The information leaflet enclosed may help clients to decide whether they wish to use the service.

Where referrals are considered inappropriate, the Link Worker will notify the referrer and, where necessary, the client. Please note that the Link Worker works alone and may be seeing your client out with office hours or where other staff are not readily available. If you have any concerns about the suitability of your client, the Link Worker will be happy to discuss these prior to a referral.

***If you have any further enquiries concerning the Link Service, please feel free to contact the Link Worker, on ( 01324 ) 671612***