Children’s Residential Placement Request Form – Initial System Process

1. [Where to find the Referral Form](#Source_the_Referral)
2. [Completion of the Template](#Complete_the_document)
3. [How to set up the notification to Commissioning](#Notify_Commissioning)

The Referral form should be sourced from the documents tab:

**Category:** Children in Care

**Type:** Children’s Residential Placement Request Form (Practitioner component)



Next step is to download the document:



……….followed by



The word document shall open and present with an amount of pre-populated data:



n.b. At this point, you should save the document in the normal fashion (File: save as etc etc)………and continue the completion of the document.

Further point of note:



When you have completed the form and saved, you **need to upload the finished article** and notify the Commissioning Team. To do this, simply:

Update the notification section: (once complete, this shall send the alert to the Commissioning Team)





Choose the following sequence then confirm



n.b You can “bookmark” this group within your Address Book!!





