14. Referrals

14.1 Purpose

The Referrals module is designed to provide the necessary information relevant to making either an internal or external referral in response to an identified need arising from the assessment. It is triggered and managed through the Pathways and Planning section. Use of the Referrals module is not compulsory within AssetPlus.

The system may allow the user to pre-populate relevant data from other areas of AssetPlus into the reason for referral or concerns or alternatively the user can view other parts of the assessment whilst completing the referral and add the relevant details. The module can also be printed or extracted into a file that can be sent internally or to external agencies.

14.2 Overview

There are three sub-sections to complete:

- **Young person's details**

- **Parents or carers' details**

- **Referral details**

14.3 Section guidance

14.3.1 Young person's details

Young person's details are pre-populated from the Core Record where available or can entered here.

14.3.2 Parent or carer's details

Parent or carer details are pre-populated from the Core Record where available or can be entered here.

14.3.3 Referral details

Q. **Nature of referral**

Q. **Referral outcome**

You should record whether the referral has been accepted, not accepted or withdrawn.

Q. **Reason for referral or concerns**

You should record details of the specific need that has been identified through the assessment and details of the relevant concerns that still require further investigation.

The system may allow you to pre-populate relevant data from other areas of AssetPlus into the reason for referral or concerns or alternatively you can view other parts of the assessment whilst completing the referral and add the relevant details.

Note: changes made here will not be reflected back in the source section of the information, it is important to ensure that the source sections of the core framework are up to date before starting the referral process.

Q. **Date referral made**

Q. **Referral made by**

Q. **Establishment or Service**