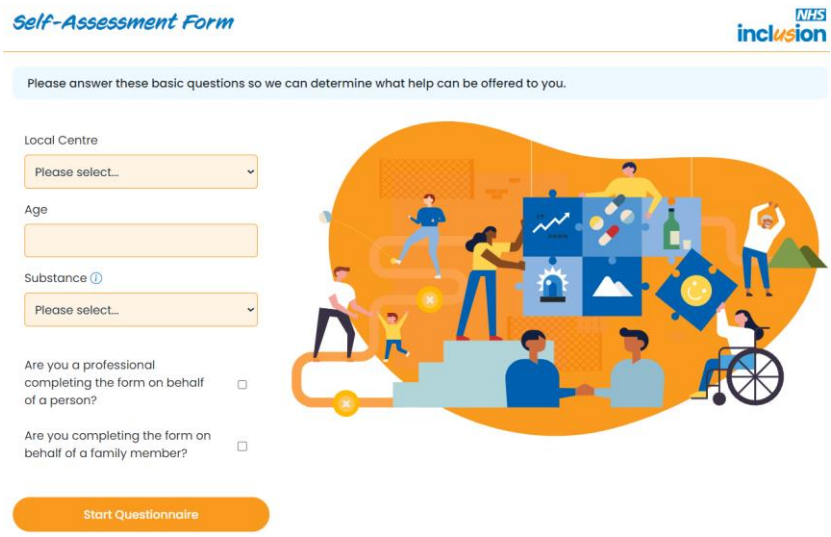
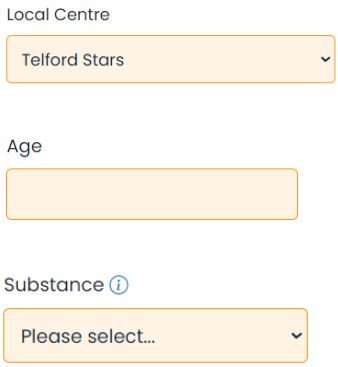
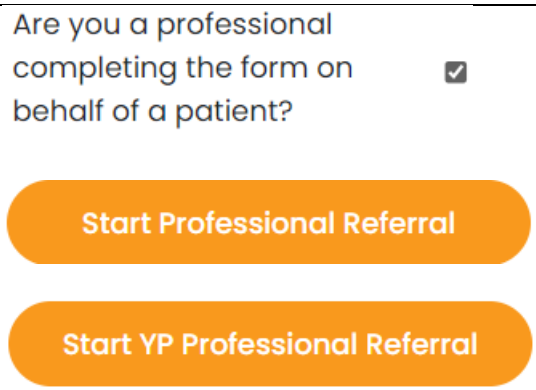
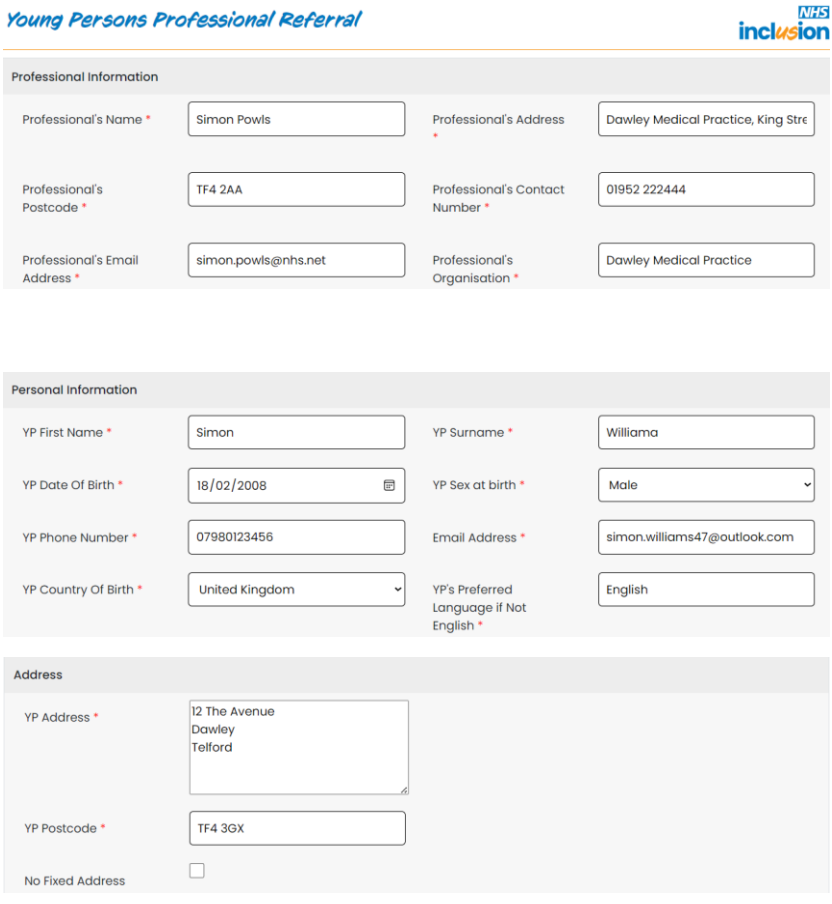
Making a Professional Referral for a Person to the Inclusion Service (Telford Stars)

This guide will show you how to complete the self assessment form for the Telford Stars service, if you are a professional completing the referral on behalf of a person.

	Date: 14/04/2025	Version: 1.0
No	Step Description	Screenshot
1	**How to Access the Self Assessment** You can access the self assessment form from the internet using the following website: This will take you to the home screen of the **Self Assessment Form**.	https://inclusion-referral.mpft.nhs.uk/ 
2	**Completing the Options on the Home Screen** Before you complete the self-assessment, you must select some options on the home screen. **Local Centre**: for a referral in Telford, you must select the Telford Stars option from the menu **Age**: enter the age of the person you are completing the assessment for. **Substance**: you must select the main substance that the person needs help with from the list.	

	Tick the **'Are you a professional completing the form on behalf of a person?'** option. Once you have selected the appropriate options on the home screen you must tap the **Start Professional Referral** button or the **Start YP Professional Referral** button if the person is 17 or under.	
3	**Professional Completing the Form on Behalf of a Person** This will take you to either the **Professional Referral** screen or the **Young Persons Professional Referral** screen depending on the age of the person. The two forms are different so they will be covered in sections 3a & 3b.	
3a	**Completing a Professional Referral for a Person 17 or Under** This will take you to the **Young Persons Professional Referral**. In the **Professional Information** section, you must type in your details. *Information that must be filled in is marked with a red asterisk, all the boxes in the personal information section must be filled in.* In the **Personal Information** section, you must type in the details for the young person. In the **Address** section you must enter the address and postcode of the young person or tick the **No Fixed Address** option.	

In the **Current Details** section, you must say whether the young person is registered with a GP surgery, and you can add the surgery address and postcode if you know these.

In the **Situation** section, you must say whether they have a disability.

If you say yes to them having a disability the form will expand to allow you to tick which disabilities, they have.

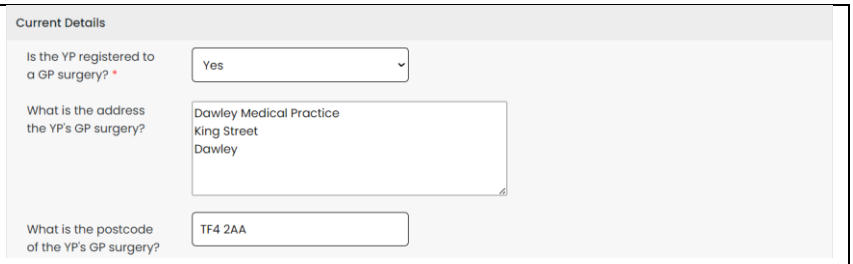
In the **Young Person** section, you should enter details of their education provider, whether they are NEET, if they have consented to the referral, whether a CAF has been raised, whether the parents are aware of the referral, give a brief overview and history of their needs, detail any know risks and the details of any other agencies involved.

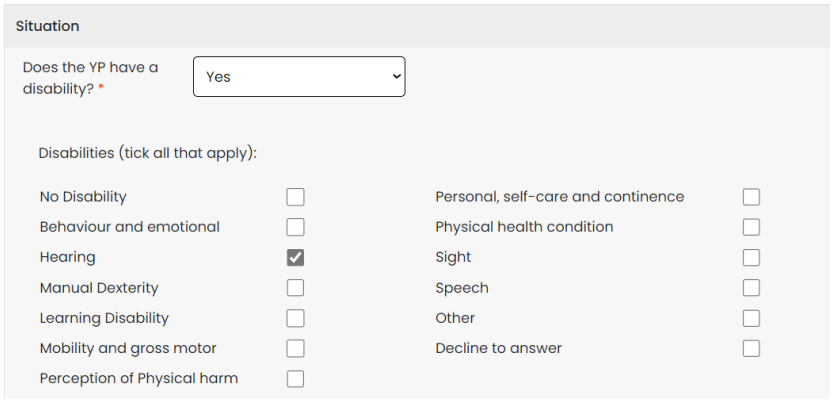
In the **Substances** section the main substance the person has a problem with will have pulled through from the questions on the home screen.

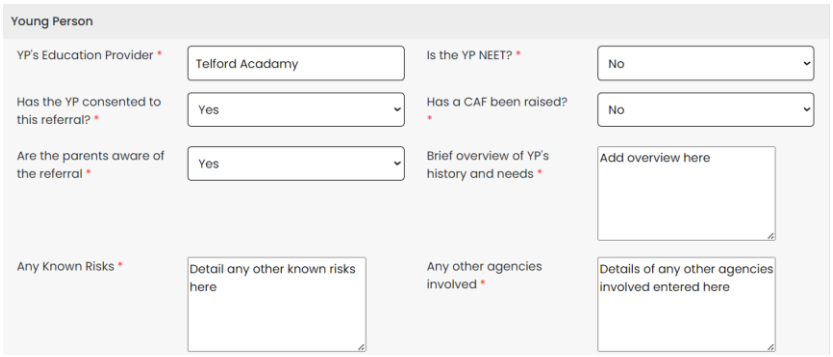
You can tick what other drugs/alcohol that the person has used.

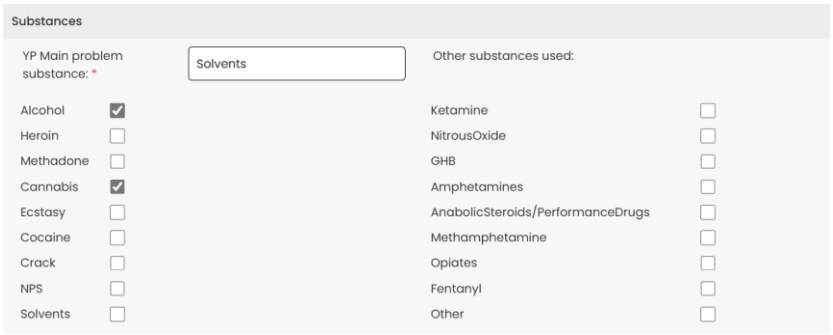
In the **Referral** section you must select who is referring the person to the service from the menu.

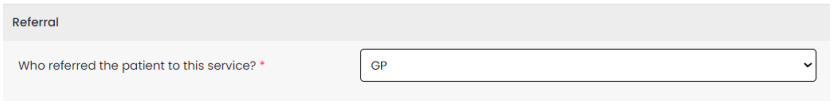
In the **Consent to Contact** section, you must tick all the options that the person has consented to be contacted by. You must select at least one option but can tick as many as they have consented to.

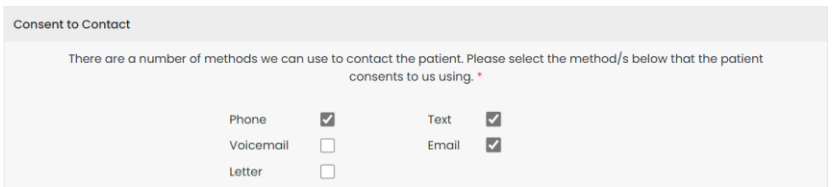


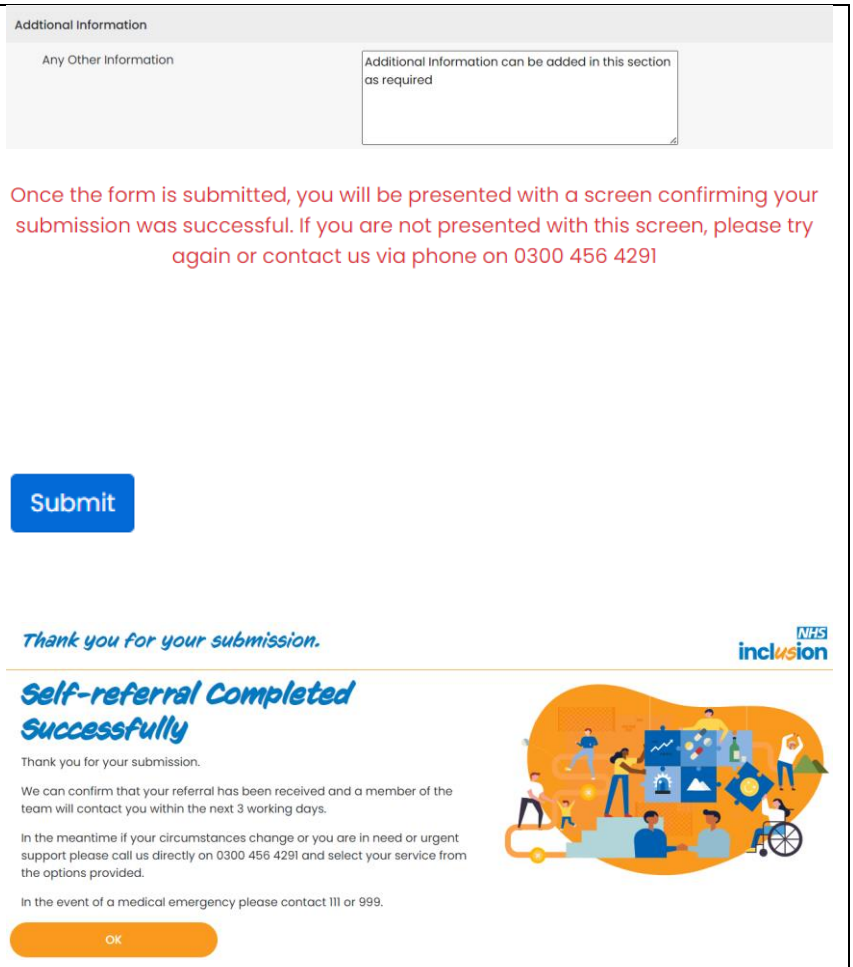
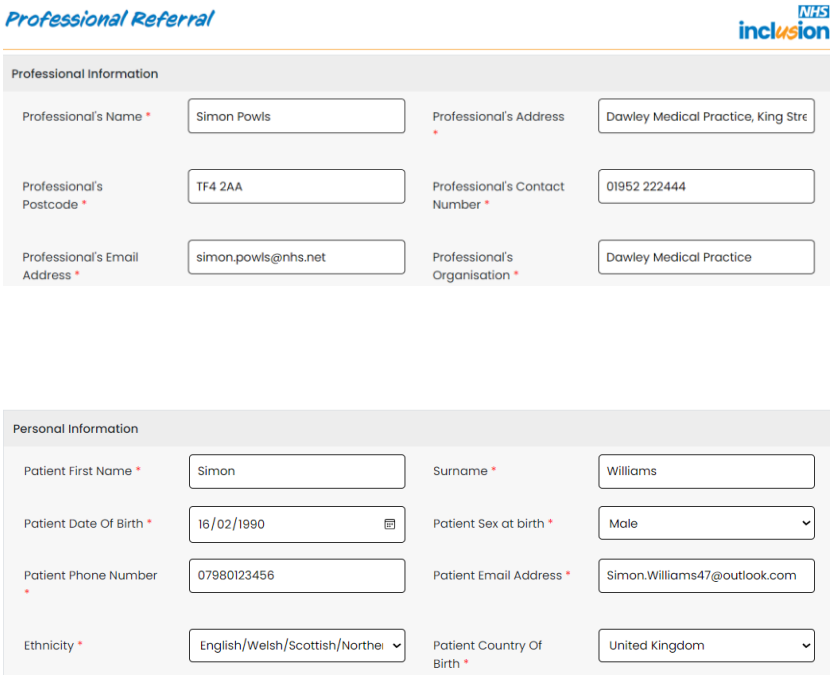




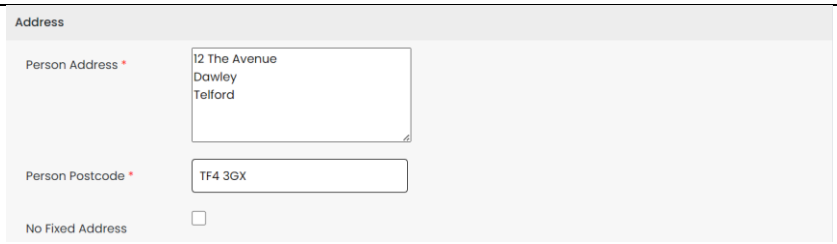




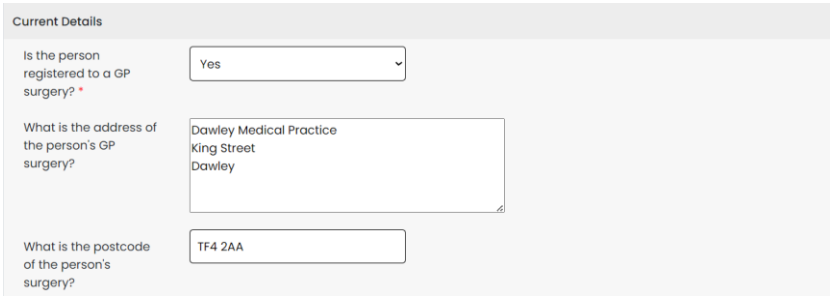


	You can add any other relevant information in the **Additional Information** section. A message is displayed explaining what should happen when you click the **Submit** button and informing you what you can do if this does not work. There is also a phone number to contact if the form does not submit correctly 0300 456 4291. Once you have completed the young persons referral form you must tap on the **Submit** button at the bottom of the form. You should then see a screen confirming that the form has been submitted successfully. Click on the **OK** button to return to the home screen. *If this message does not appear please try and complete and submit the referral again or contact us on 0300 456 4291.*	
3b	**Completing a Professional Referral for a Person 18 or Over** This will take you to the **Professional Referral**. In the **Professional Information** section, you must type in your details. *Information that must be filled in is marked with a red asterisk, all the boxes in the professional information section must be filled in.* In the **Personal Information** section, you must type in the details for the person. *Information that must be filled in is marked with a red asterisk, all the boxes in the personal information section must be filled in.*	

In the **Address** section you must enter the address and postcode of the person or tick the **No Fixed Address** option.



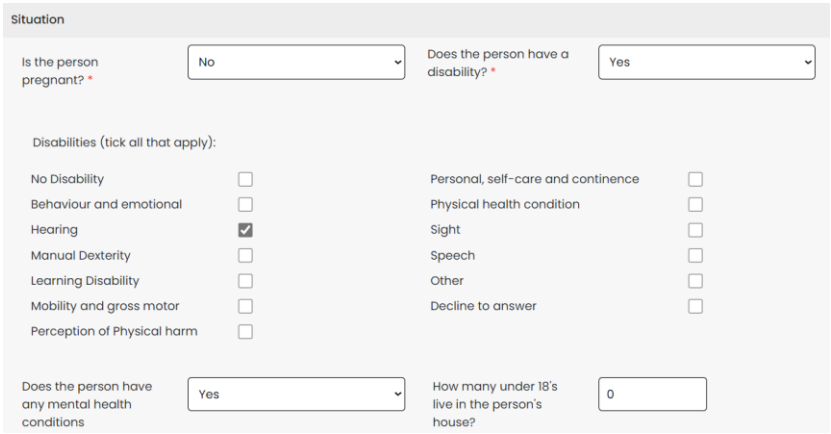
In the **Current Details** section, you must say whether they are registered to a GP surgery, and you can add the surgery address and postcode if you know these.



In the **Situation** section, you must say whether the person is pregnant and whether they have a disability.

If you say yes to them having a disability the form will expand to allow you to tick which disabilities, they have.

You should also say whether the person has any mental health conditions and how many under 18's live at the person's house.



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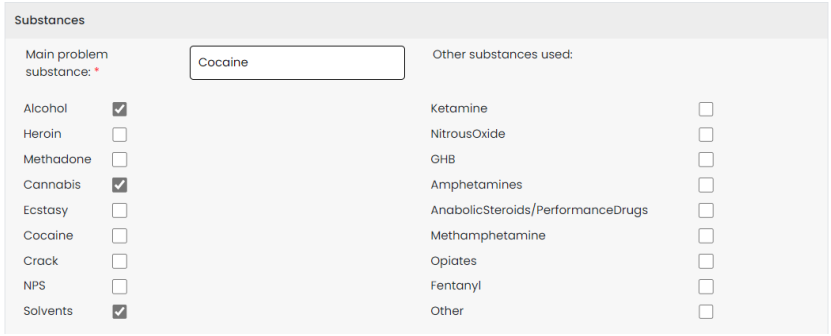
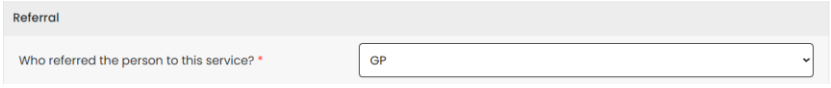
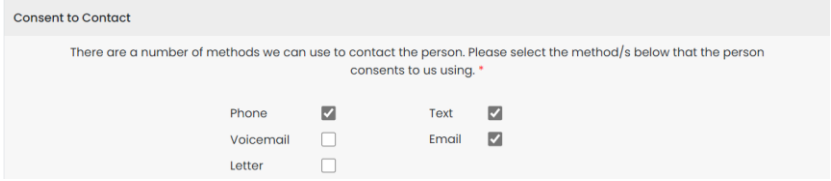


In the **Referral** section you must select who is referring the person to the service from the menu.



In the **Consent to Contact** section, you must tick all the options that the person has consented to let the inclusion service use to contact them. You must select at least one option but can tick as many as they have consented to.



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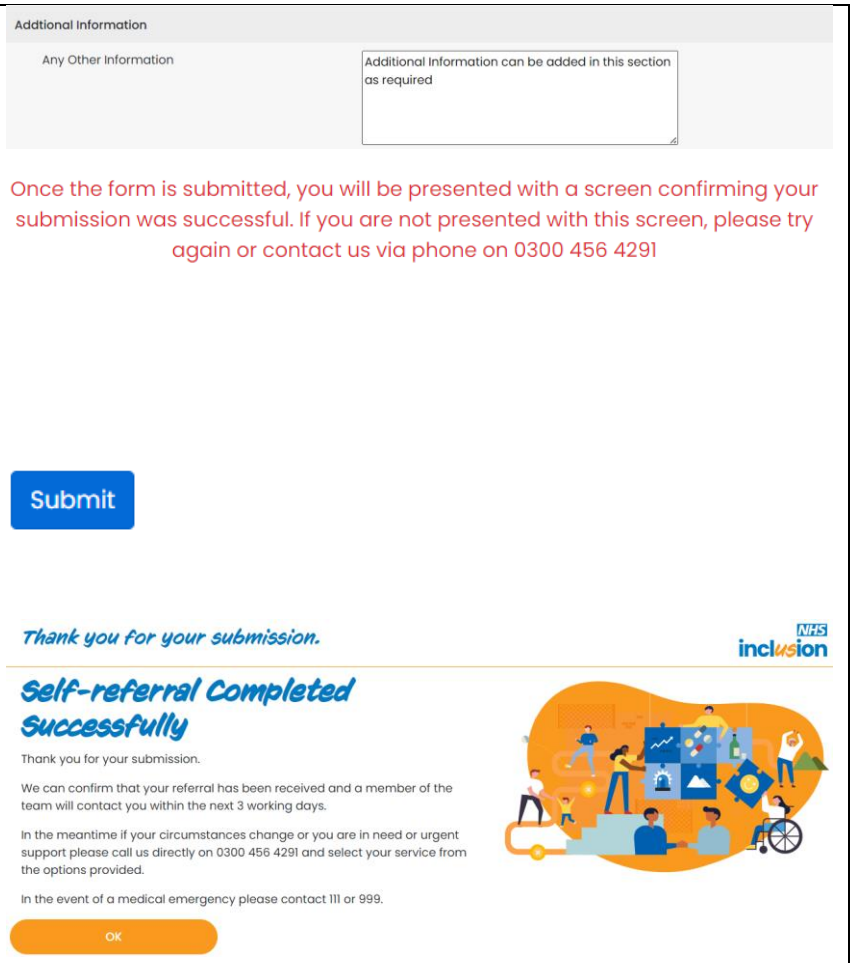
Once you have completed the young persons referral form you must tap on the **Submit** button at the bottom of the form.

You should then see a screen confirming that the form has been submitted successfully.

Click on the **OK** button to return to the home screen.

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