Making a Family Member Referral to the Inclusion Service (Telford Stars)

This guide will show you how to complete the self assessment form for the Inclusion Telford Stars service if you are referring a family member that you have concerns for into the service.

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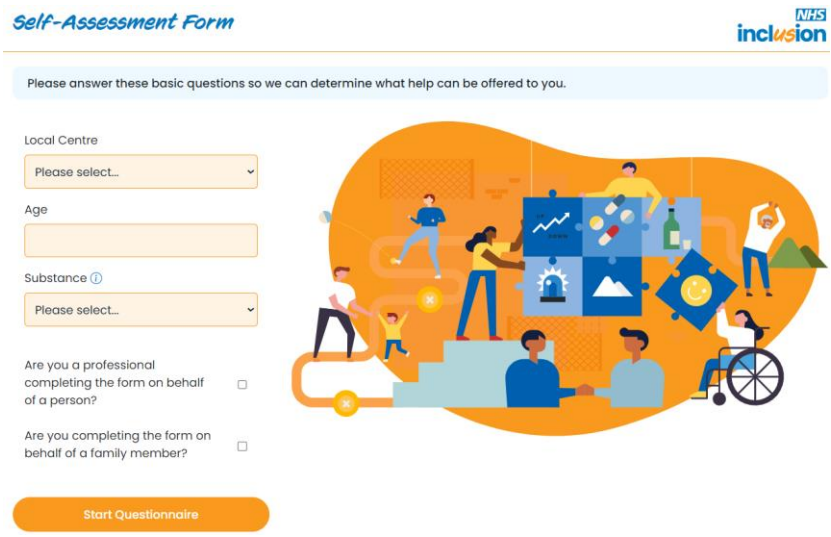
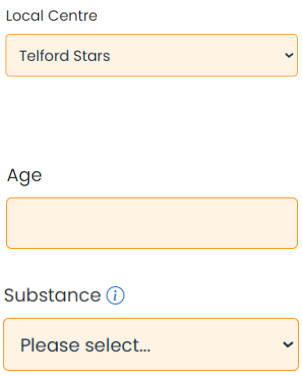
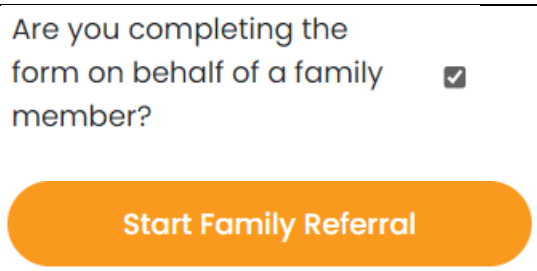
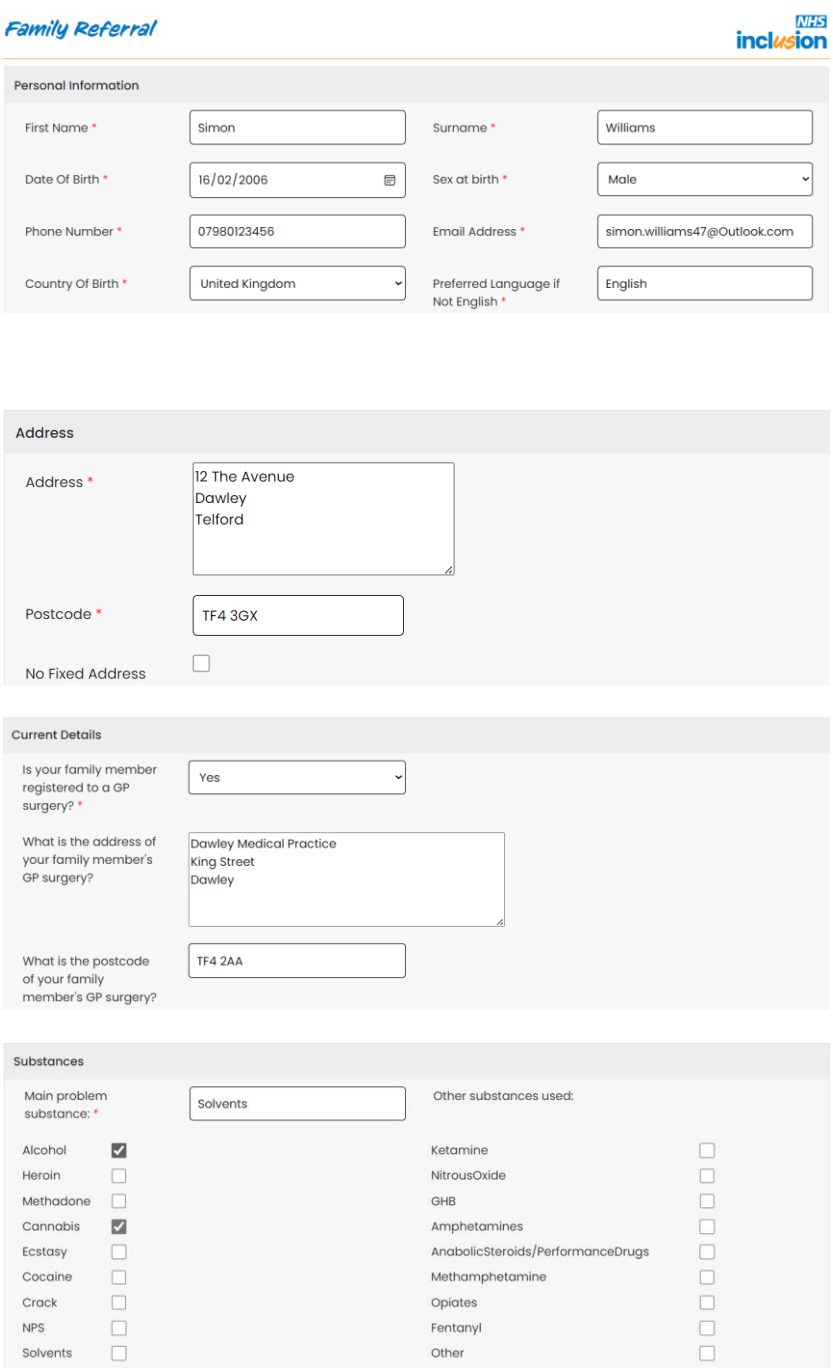
No	Step Description	Screenshot
1	**How to Access the Self Assessment** You can access the self assessment form from the internet using the following website: This will take you to the home screen of the self assessment form.	https://inclusion-referral.mpft.nhs.uk/ 
2	**Completing the Options on the Home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

	If you are completing the self-assessment on behalf of a family member, you must tick this option. Once you have selected the appropriate options on the home screen you must tap on the **Start Family Referral** button.	
5	**Completing the Self Assessment Form for a Family Member** This will take you to the **Family Referral** screen. In the **Personal Information** section, you must type in the details for the family member you are making the referral for. *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 your family member 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 **Substances** section the main substance that your family member has a problem with will have pulled through from the questions on the home screen. You can tick what other drugs/alcohol that your family member has used.	

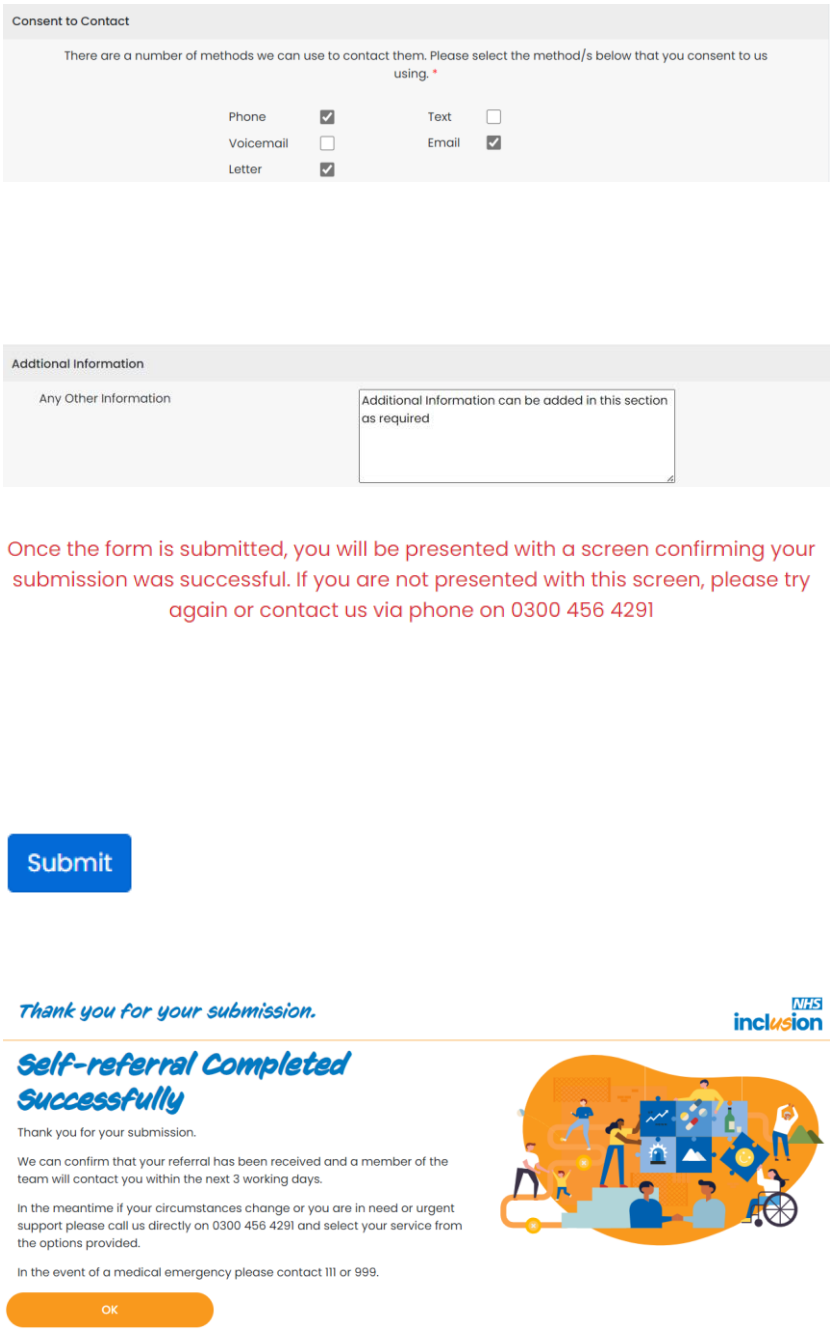
In the **Consent to Contact** section, you must tick all the options that your family member is willing to let the inclusion service use to contact them about the referral. You must select at least one option but can tick as many as they are willing for the service to use.

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.