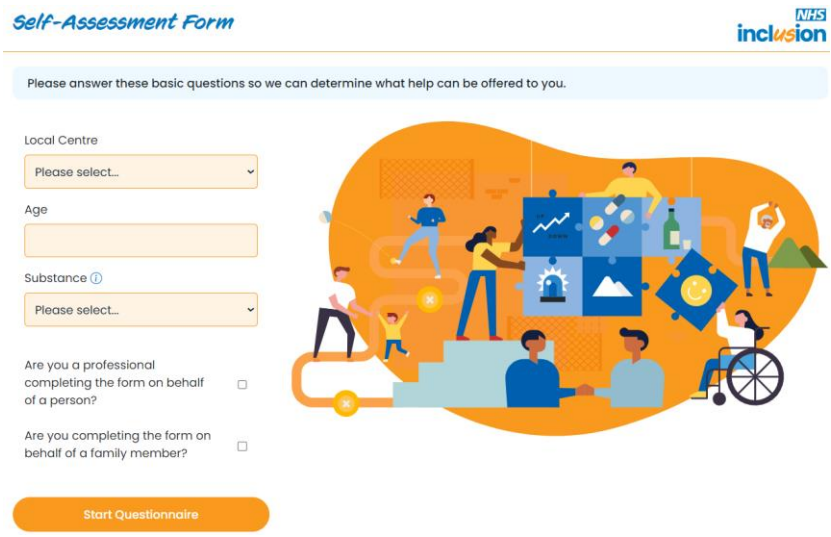
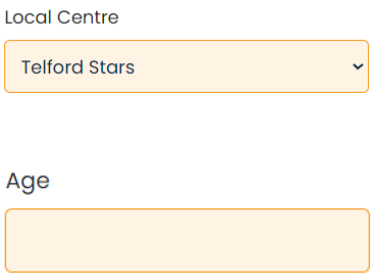
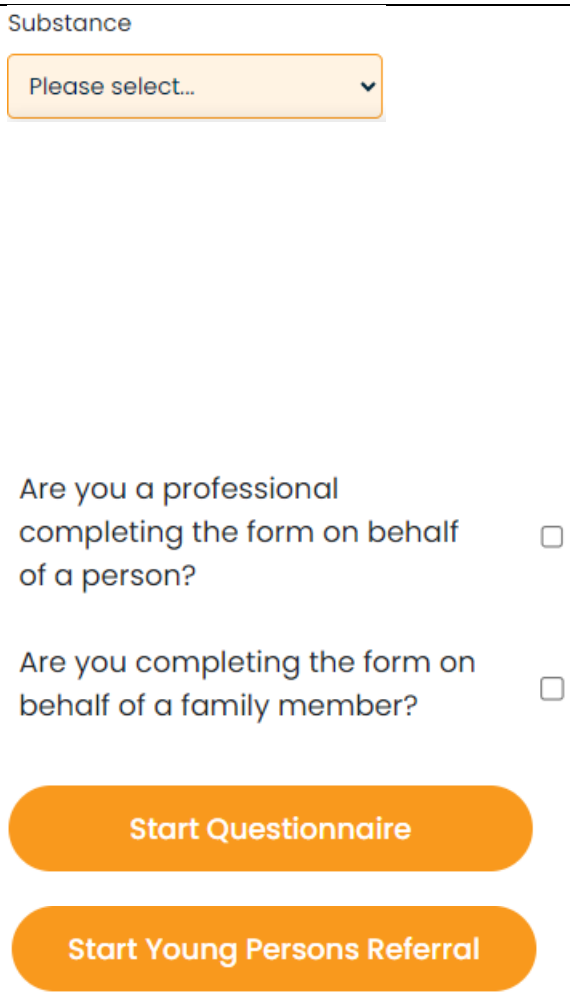
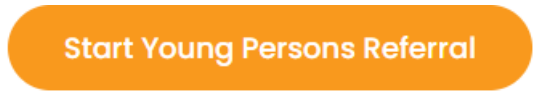
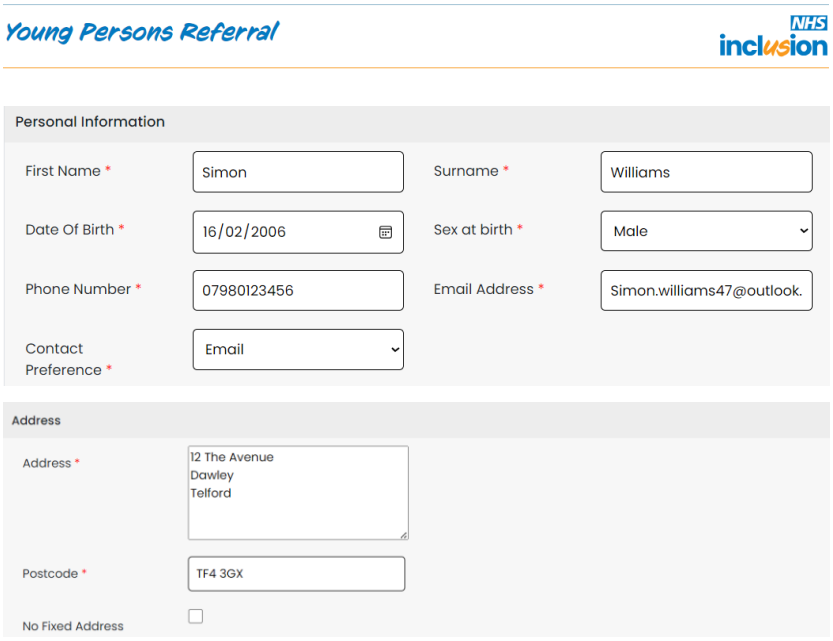
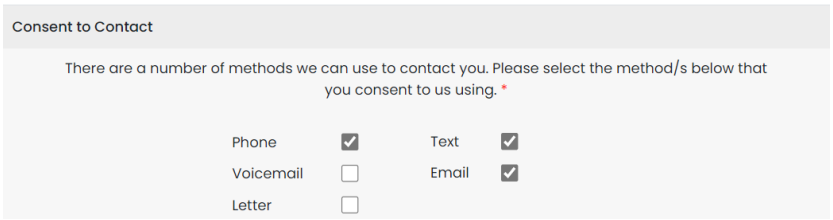
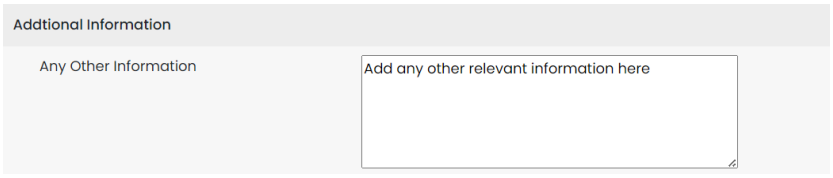
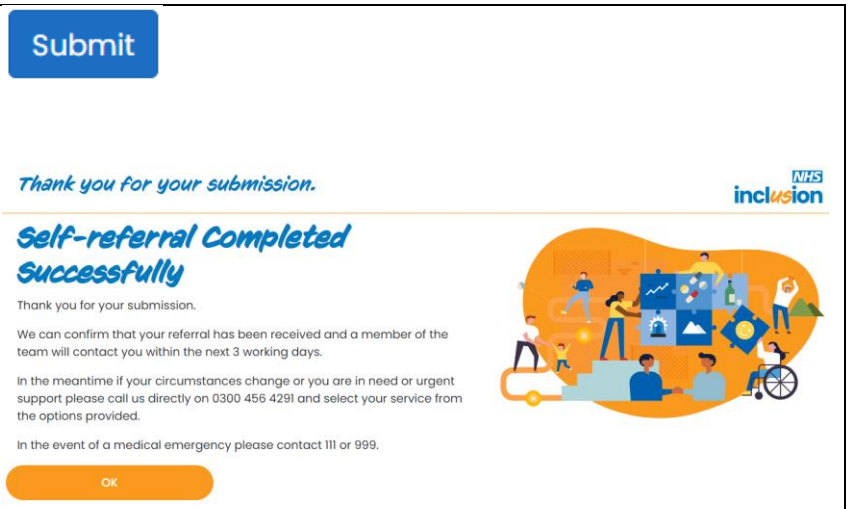
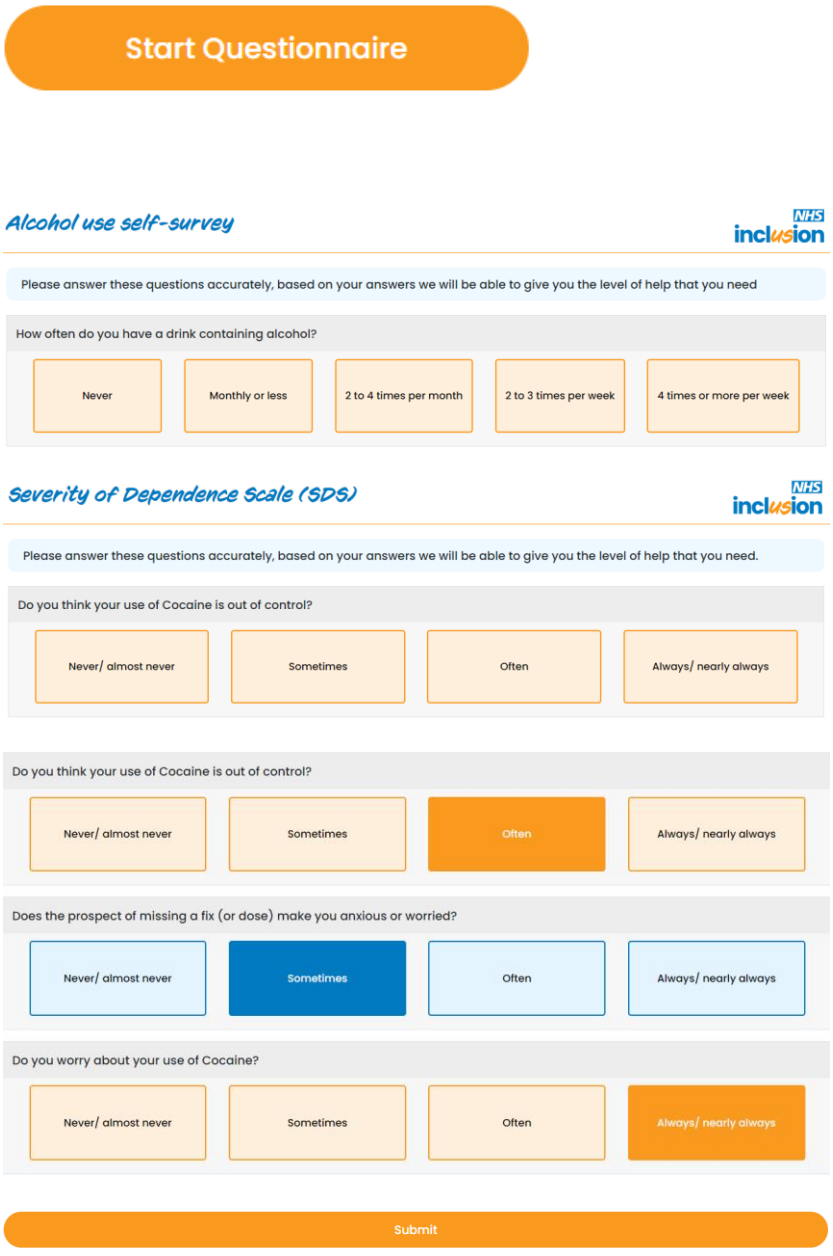
Making a Referral to the Inclusion Service (Telford Stars) For Yourself

This guide will show you how to complete the self assessment form if you are making a referral, to the Telford Stars service, for yourself.

	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. What options are selected will decide what form the self-assessment will take. **Local Centre**: for a referral in Telford, you must select the Telford Stars option from the menu **Age**: enter your current age. *The age you enter may affect what information you need to complete at the next stage of the self assessment.*	

	Substance: you must select what substance you need help with from the list. *The substance you select may affect what information you need to complete at the next stage of the self assessment.* *If you have a problem with more than one substance select the substance that is causing you the most problems.* If you are completing the self assessment for yourself do not tick either the professional or family member options. Once you have selected the appropriate options on the home screen you must tap on a button to proceed to the next stage. The button you see will depend on your age, either tap on the **Start Questionnaire** or **Start Young Persons Referral** button.	
3	**Completing the Self Assessment for Yourself** What information you will need to complete for a self assessment for the Telford Stars Inclusion service will depend on your age: If you are 17 or under, you will be taken to the young persons version of the self-assessment see section 3a. If you are 18 or over, you will be taken to the standard version of the self assessment see section 3b.	

	Completing the Young Persons Self Assessment If you are 17 or younger you should have clicked a **Start Young Persons Referral** button at the bottom of the home screen. This will take you to the **Young Persons Referral** screen: In the **Personal 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 **Address** section you must type in your address and postcode or select the No Fixed Address option.	 
3a	In the **Substances** section the substance that you selected that you had the most problem with, on the home screen, will already be displayed. In the **Consent to Contact** section, you must tick all the options that you are willing to let the inclusion service use to contact you. You must select at least one option but can tick as many as you like. 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 the form is submitted, you will be presented with a screen confirming your submission was successful. If you are not presented with this screen, please try again or contact us via phone on 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 the Standard Questionnaire** If you are 18 or over, you should have clicked a **Start Questionnaire** button at the bottom of the home screen. This will take you to either: An **Alcohol use self-survey**, if you selected alcohol as the main substance, you had problems with. A **Severity of Dependence Scale (SDS)** questionnaire, if any other substance was selected. You must work your way down the Alcohol use self-survey/Severity of Dependence Scale and for each of the questions you must select the most appropriate answer. *You must answer the questions accurately as the answers to these questions will be used as the basis of deciding what level of help you need from the service.* Once you have selected an answer for all the questions click on the **Submit** button at the bottom of the form.	

If the answers you provided indicate that you require a referral to the inclusion service, this will open a **Self-Referral Form** for you to complete.

In the **Personal 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 **Current Details** section, you must enter your address and postcode or tick the No Fixed Address option.

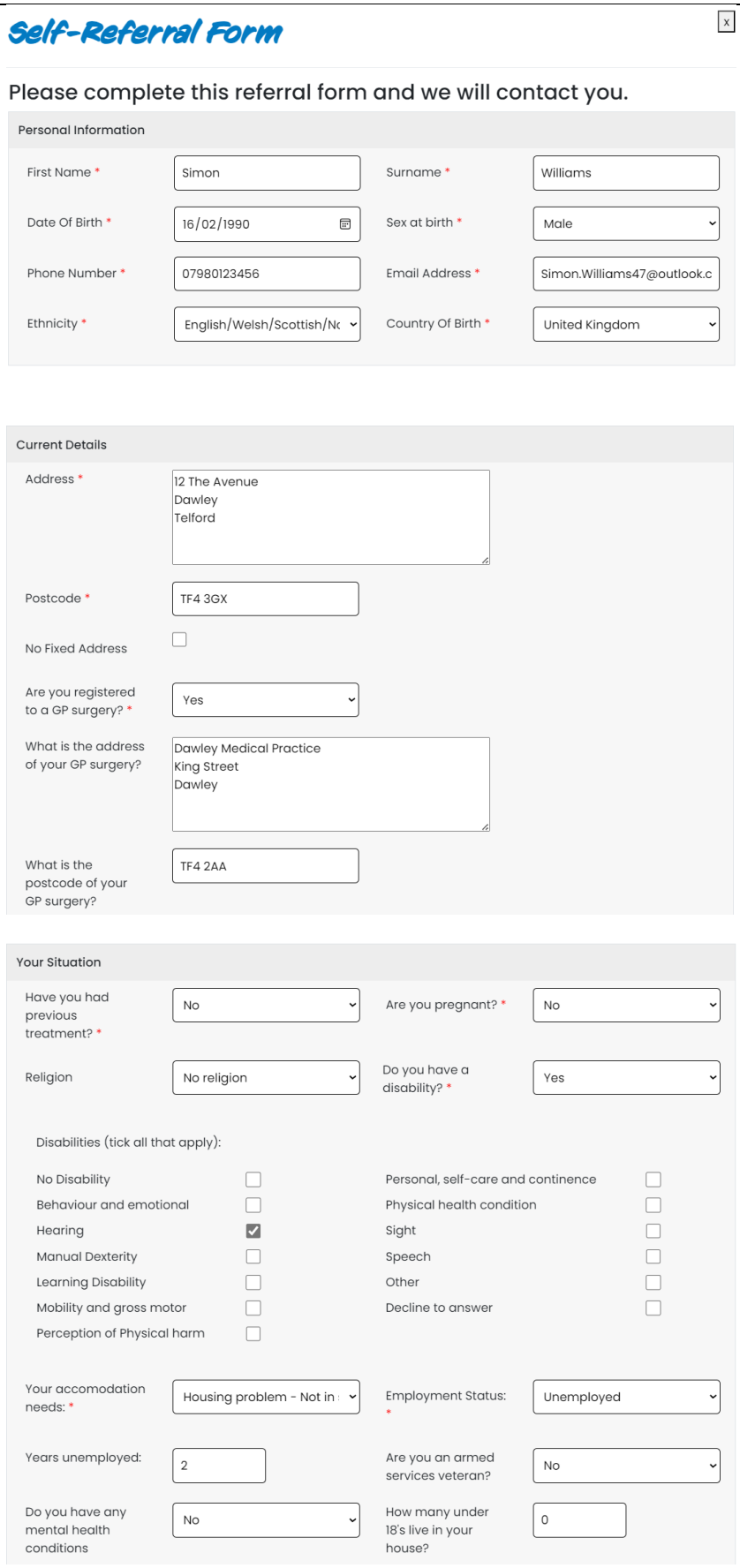
You must say whether you are registered to a GP surgery, and you can add the surgery address and postcode if you know these.

Complete the **Your Situation** section.

Information that must be filled in is marked with a red asterisk, all the boxes in the personal information section must be filled in.

If you select that you do have a disability the form will expand and ask you to tick all the disabilities that you have.

If you select that you are unemployed an additional question will appear asking how many years you have been unemployed.



In the **Drugs/Alcohol** section the main substance that you have a problem with will have pulled through from the questions on the home screen.

You must enter your age at first use.

You can tick what other drugs/alcohol that you have used.

You have the option to say whether any of the these were used via injection.

In the **Referral** section you must select who referred you to the service from the menu.

In the **Consent to Contact** section, you must tick all the options that you are willing to let the inclusion service use to contact you. You must select at least one option but can tick as many as you like.

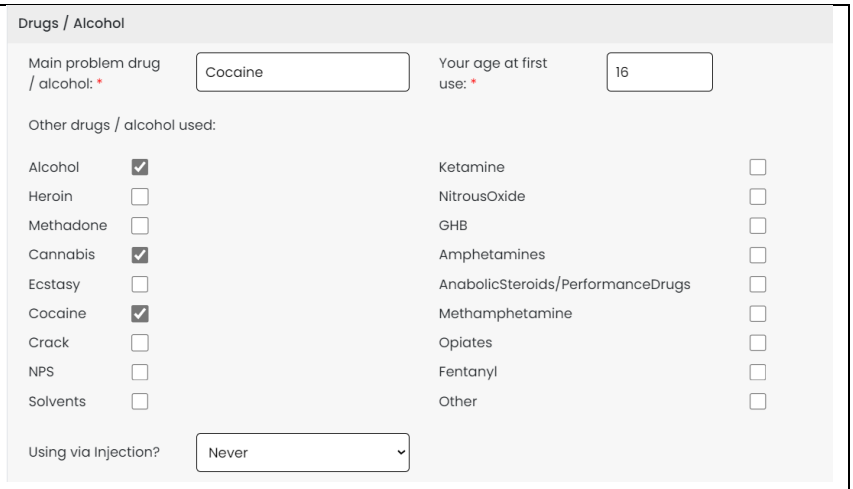
A message is displayed explaining what should happen when you click the **Submit** button and informing you what you can do if this does not work. There is also a phone number to contact if the form does not submit correctly 0300 456 4291.

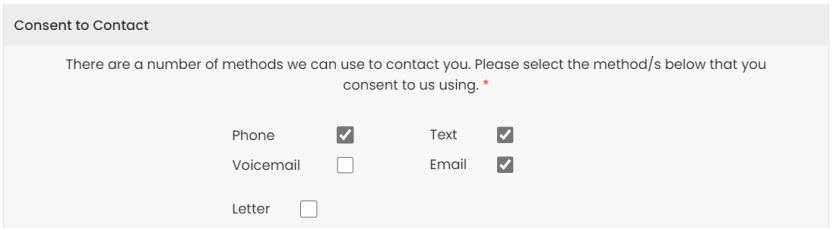
Once you have completed the young persons referral form you must tap on the **Submit** button at the bottom of the form.

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

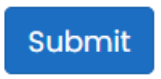
Click on the **OK** button to return to the home screen.

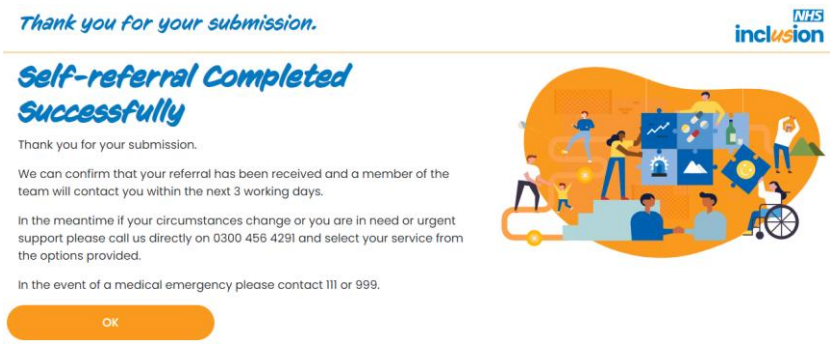
If this message does not appear please try and complete and submit the referral again or contact us on 0300 456 4291.





Once the form is submitted, you will be presented with a screen confirming your submission was successful. If you are not presented with this screen, please try again or contact us via phone on 0300 456 4291





	If the answers provided on the Alcohol use self-survey/ Severity of Dependence Scale do not indicate that you require a referral you will be taken to a Lower Risk screen where you can access leaflets providing advice on how to deal with these substances. If your drug use changes or you want support from Inclusion, please use this form to get in touch - https://www.telfordstars.org/	