

TELEPHONE COUNSELLING SERVICE REFERRAL - CONFIDENTIAL

Please email completed form to Wendy Coad, TCS Manager: [sdaccouns@hotmail.com](mailto:sdaccouns@hotmail.com)

<b>Name:</b>					
<b>DOB:</b>					
<b>Gender:</b>		<b>Ethnicity:</b>			
<b>Address:</b> <i>Please complete full address including house name or number</i>				<b>Post Code:</b>	
<b>“Safe” Mobile number:</b>		<b>“Safe” Landline:</b>			
<b>“Safe” email address:</b>					
<b>Consent to share information discussed &amp; agreed:</b>		<b>YES:</b>		<b>NO</b> <i>(please give reason):</i>	
<b>Is the client known to other agencies?</b> <i>Please tick as appropriate</i>		<b>NO:</b>	<b>YES:</b> <i>(please give dates N.B. if current refer to agency)</i>		<b>Catalyst:</b> <b>i-Access:</b> <b>Other</b> <i>(please state):</i>
<b>Employment Status:</b> <i>(see Note 1)</i>					
<b>GP Name:</b>					
<b>GP Practice:</b>					
<b>Alcohol or drugs?</b>					
<b>Quantity and frequency?</b>					
<b>Additional Information:</b>					
<b>Are there others living in the home?</b> <i>(see Note 2)</i>					
<b>Availability for counselling</b>		<b>Morning:</b>		<b>Afternoon:</b>	
<b>Volunteer:</b>				<b>Date:</b>	

Note 1: If the client is employed, is it safe to use mobile for initial contact during working hours? Or do they have a work number that counsellor can contact them on? Note 2: This question is asked to prepare the counsellor for someone else answering the phone instead of the client.