

Request for Service

Participant Details

Full Name						
Date of Birth					Age	
Gender	☐ Male	Female	e 🗌 Indeterm	inate		
Address	Address					
Does the participant identify as part of the Gay, Lesbian, Bisexual, Transgender, or Intersex community? Yes No Unsure			☐ No ☐ Unsure			
Is the participant from background?	om an Aborig	inal or Torre	s Strait Islander		☐ Yes	☐ No ☐ Unsure
Is the participant from background?	om Culturally	and/or Ling	uistically Diverse		☐ Yes	☐ No ☐ Unsure
Country of Birth			Preferred Langu	age		
Is an interpreter rec	quired?		☐ Yes ☐ No	Unsure		
Service Reques	st Details					
			Referrer Details	•		
Name						
Relationship to Participant						
Organisation						
Address						
Contact Number(s)					
Email Address						
Date of Request						
Consent for Service						
Name						
Relationship to Participant						
Method of Consent		(authorise	sed on NDIA ARF contact with exter consent		providers	3)



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Service Request Information			
NDIS Number			
NDIS Plan Dates			
Service Type (i.e., support category, line item num	ber)		
Funding Allocation / Hours Funded			
How will these supports be pa	id?	☐ NDIA (Myplace)	
		☐ Plan Managed	
		Plan Management Provider:	
		☐ Self-Managed	
		Invoices to be sent to:	
Urgency of Referral		☐ High ☐ Medium ☐ Low ☐ Unsure	
Preferences to allocated staff? (i.e., male or female, etc.)		☐ No ☐ Yes (please specify):	
Reports to be sent to:			
Completed reports timeframe (i.e., prior to plan review date, etc.)			
	Ser	ervice Request Outcomes/Goals	
Purpose of Support			
Goal 1			
Goal 2			
Goal 3			
Known expectations of other key stakeholders:			

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Contact Details

	Parents / Family / Informal Su	upports
Name		
Relationship to Participant		
Formal Relationship to Participant	☐ Legal Guardian☐ Power of Attorney☐ Other (please specify):	☐ Supportive Attorney ☐ Administrator
Address		
Contact Number(s)		
Email Address		
Special Considerations?		
	Parents / Family / Informal Su	upports
Name		
Relationship to Participant		
Formal Relationship to Participant	☐ Legal Guardian ☐ Power of Attorney ☐ Other (please specify):	☐ Supportive Attorney ☐ Administrator
Address		
Contact Number(s)		
Email Address		
Special Considerations?		

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Support Coordinator		
Name		
Relationship to Participant		
Organisation		
Address		
Contact Number(s)		
Email Address		
Special Considerations?		
Other (i.e., house supervisor, advocate, etc.)		
Name		
Relationship to Participant		
Organisation		
Address		
Contact Number(s)		
Email Address		
Special Considerations?		

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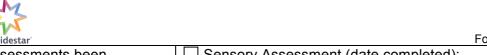


Supporting Participant Information

Primary and Secondary Disability/Disabilities (including documented level of intellectual disability if applicable)	
Formal Diagnosis of Mental III Health (if applicable)	
General Health (i.e., diabetes, asthma, epilepsy, etc.)	
Physical Support Needs (i.e., equipment, etc.)	
Communication (i.e., communicates through sign, use of visuals, etc.)	
Any Cultural Practices	
Family Support System	
Relationships (outside of family support system)	
Current Living Situation (i.e., family home, residential unit, etc.)	
Activities (list/describe educational programs, employment, respite, etc.)	
Is there a current advocate/previous advocate involvement?	
Have there been any recent changes or significant events? (i.e., illnesses, bereavement, service transitions, etc.)	
Has there been any experience (or witnessed) of personal trauma and/or abuse? (i.e., physical, sexual, emotional, financial, etc.)	
Have the following	Communication Assessment (date completed):

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assessments been completed? (please check box if yes, and include the date of last assessment)	☐ Sensory Assessment (date completed): ☐ Adaptive Behaviour Assessment (date completed):	
Presenting / History / Evidence of the Following Behaviours: (please check box if applicable)	☐ Physical Assault ☐ Self-Injury ☐ Sexualised Behaviour ☐ Fire lighting ☐ Substance Misuse ☐ Suicidal Ideation	
Are there any interventions or court orders in place?	☐ No ☐ Yes (please describe):	
Is there current Justice System involvement?	☐ No ☐ Yes (please describe):	
Is there current Child Protection involvement?	☐ No ☐ Yes (please describe):	
	Current Plans	
Current Plans/Assessments	☐ Risk Assessment	
for the Participant (please check the box if there is a current plan/assessment):	☐ Mental Health Plan	
	☐ Person Centred Plan	
	☐ Behaviour Support Plan	
	☐ Behaviour Response Plan	
Data Collection		
Current Data Collection	STAR Charts / ABC Charts	
Tools		
10013	☐ Frequency Charts	
10013	☐ Incident Reports	
10013		

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Health and Other Supports		
General Practitioner	Name:	
	Date of last health check:	
Mental Health Support	Name/Organisation:	
	Date of last assessment:	
Dentist	Name:	
	Date of last dental check:	
Neurologist	Name:	
	Date of last review/appointment:	
Psychologist	Name/Organisation:	
	Involvement dates:	
Occupational Therapist	Name/Organisation:	
	Involvement dates:	
Speech Therapist	Name/Organisation:	
	Involvement dates:	
Behaviour Support	Name/Organisation:	
	Involvement dates:	
Other	Name/Organisation:	
	Type of Support:	
	Involvement dates:	

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Medication							
Prescribed Medication (prescribed by a general practitioner/psychiatrist)							
Medication Name	Dose Frequer		Name of Prescribing Practitioner	Purpose of Medication	Date of Review		
(i.e.	, over the cour	iter, hea	Other Ith food shop, prescrib	ed by naturopath/home	eopath, etc.)		
Medication Name	Dose / Frequency		Name of Prescribing Practitioner	Purpose of Medication	Date of Review		
Has there been any recent medication changes?		□ No	No Yes (please describe):				

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Reason for Referral

Presenting Issue or Behaviour						
Describe the issue / behaviour						
When did this start?						
How often does it start?						
Where does this usually occur?						
What is the impact?						
What is the response from others to the behaviour?						
What is the outcome to the response?						
Possible reason for the behaviour?						
Risks and Impact						
Negative impact on others	☐ Yes ☐ No					
Loss or reduction in services	☐ Yes ☐ No					
Increase in the severity of behaviour	☐ Yes ☐ No					
Increase in the frequency of behaviour	☐ Yes ☐ No					
Use of restrictive practices (please check the box that is applicable)	☐ Physical Restraint ☐ Chemical Restraint ☐ Seclusion	☐ Mechanical Restraint☐ PRN Medication☐ Other				
Is the participant active on the Restrictive Interventions Data System (RIDS)	☐ Yes ☐ No					

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