Thank you for considering a referral to Turning Point Statewide Neuropsychology Service. When making a referral the more information you can provide to us, the faster we can process the referral and see your client. Incomplete referrals delay us in attending to your request, or being unable to see your client.

**Referral Criteria:**

1. Adults who have an AOD history;
2. Have an ongoing support service: Clients **must** remain engaged with the treating team/CCO for the period of assessment in order for any recommendations to be effective;
3. Clients need to be able to attend our clinic in Richmond;
4. Clients need to consent to the referral and to the referring agency receiving a report/feedback of consultation.

**We do not take:**

1. Capacity referrals including parenting, capacity to testify or make personal or medical decisions. (This is particularly where there are risks, an urgent need for a neuropsychological assessment, or a team approach would best suit the client to explore the least restrictive options);
2. Medico-legal referrals that relate to sentencing or fitness to stand trial;

**Process:**

1. Please complete **all** sections, including the client consent form.
2. Please provide the client with the client information page (Page 7).
3. **We will call you before we offer the client an appointment** (a telephone consultation). This aims to gather any additional information we may need, and also to support service providers working with complex cases and challenging situations. This may sometimes satisfy the referral question without the need for a formal face-to-face assessment with the client. **If we cannot contact you we will not be able to see the client.**
4. Please be aware that we operate a waiting list. In order to maximise the number of clients we can see, **we are not able to reschedule if your client does not attend their scheduled appointment.** Therefore, we appreciate it if referrers can support their clients to attend their appointments.
5. Fax/email completed form and any attachments to: TP Neuropsychology Service Fax:(03) 9486 9766 Email: NeuropsychologyClinic@turningpoint.org.au

Please tick if attaching any of the following relevant reports/documentation:

- Neuropsychological/Cognitive Assessment
- Brain Imaging Reports (CT or MRI)
- Psychological/Psychiatric/Neurological Assessment
- AOD Comprehensive Assessment
- Alcohol or Substance Treatment Report
- ACSO COATS Report
- ACSO variation (if the assessment is funded by ACSO-COATS)
- GP Patient Health and Medications Summary
- Corrections Orders /Conditions
<table>
<thead>
<tr>
<th>Client Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Suburb</strong></td>
</tr>
<tr>
<td><strong>Post Code</strong></td>
</tr>
<tr>
<td><strong>Contact Number/s</strong></td>
</tr>
<tr>
<td><strong>Gender:</strong> Male / Female / Other</td>
</tr>
<tr>
<td><strong>Aboriginal/ Torres Strait Islander</strong> Yes/ No / Na</td>
</tr>
<tr>
<td><strong>Interpreter Required?</strong> Yes / No If Yes, what language</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support Network, as applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GP</strong></td>
</tr>
<tr>
<td><strong>Psychiatrist</strong></td>
</tr>
<tr>
<td><strong>Case Manager</strong></td>
</tr>
<tr>
<td><strong>Corrections officer</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referrer's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organisation</strong></td>
</tr>
<tr>
<td><strong>Contact Phone</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Reason for referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for referral, including client concerns (E.g.: cognitive difficulties secondary to AOD history or suspected brain injury; understanding of client’s strengths and weaknesses; to support application for services)</td>
</tr>
</tbody>
</table>
## Substance Use History

<table>
<thead>
<tr>
<th>Substance</th>
<th>Current Abuse / Dependence / Intoxication / Withdrawal / Not current.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Current Quantity ______ Age of first use? ______</td>
</tr>
</tbody>
</table>

### Principal Drug of Choice?

<table>
<thead>
<tr>
<th>Period of Use?</th>
</tr>
</thead>
</table>

### Other Drugs?

<table>
<thead>
<tr>
<th>Method of use?</th>
</tr>
</thead>
</table>

### Injecting?

<table>
<thead>
<tr>
<th>No / Yes: less than 3 months ago / 3-6 months ago / more than 12 months ago</th>
</tr>
</thead>
</table>

### Overdoses?

<table>
<thead>
<tr>
<th>Current Pharmacotherapy</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>None / Methadone / Buprenorphine / Naltrexone / Suboxone / Other?</th>
</tr>
</thead>
</table>

### Attempts at withdrawal?

### Legal Status / Forensic History

<table>
<thead>
<tr>
<th>Current Orders: None / Parole / CCO / Drug Treatment Order / Other</th>
</tr>
</thead>
</table>

Incarcerations – please detail:

### Psychosocial History

<table>
<thead>
<tr>
<th>Marital status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Never Married / Married / De Facto / Divorced / Separated / Widowed / Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Living Arrangements</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Private Rental / DHS / Boarding House / Own House / Homeless / No Fixed Address / Hospitalised / Specialised AOD Treatment Facility / Shelter or Refuge / Other (please detail)</th>
</tr>
</thead>
</table>

### Social Supports

### Occupational Status

| Employed Full Time / Employed Part Time / Self-Employed / Retired / Sickness Benefits / Unemployed / Student / Home duties / Pension (please detail) |

### Level of Education Attained?

### Learning Difficulties?

### Intellectual Disability?
### Medical History

Please detail:

**Prior Brain Injury?:**
Stroke / Epilepsy / Head-Injury / Brain Surgery / Brain Tumour / Brain Infections / Overdoses / Suicide Attempts). If Yes please provide further details:

Current Medications:
Please list with dose

### Mental Health History

**Diagnoses:**

**Admissions:**

**Suicide Attempts:**

**Current Risk?**
No Risk / Suicidality / Self-harm Risk to Others?

### How is the person's everyday functioning? Check the boxes below to indicate issues as well as strengths:

<table>
<thead>
<tr>
<th>Functional Domain</th>
<th>Normal Functioning</th>
<th>Indication of possible deficit</th>
</tr>
</thead>
</table>
| **Accommodation & domestic activities** | □ Stable accommodation into the near future  
□ Keeps accommodation clean  
□ Manages food preparation / shopping | □ Fails to keep accommodation  
□ Living in squalor  
□ Unable to cook or is unsafe in handling food  
□ Has a Guardianship Order |
| **Self-care**               | □ Manages hygiene  
□ Manages adequate nutrition  
□ Wears appropriate clothing | □ Body odour and unsuitable/dirty clothing  
□ Appears malnourished  
□ Toileting accidents |
<table>
<thead>
<tr>
<th>Functional Domain</th>
<th>Normal Functioning</th>
<th>Indication of possible deficit</th>
</tr>
</thead>
</table>
| Community activities | ☐ Manages appointments  
☐ Can communicate by phone or letter  
☐ Negotiates services (e.g., Centrelink) | ☐ Difficulty with communication (e.g., understanding and/or expression)  
☐ Requires assistance to access services |
| Finances | ☐ Sufficient finances to pay rent/food/bills  
☐ Manages own finances/banking | ☐ In debt or unable to recall extent of finances/assets  
☐ Has an Administration Order |
| Mobility/Transport | ☐ Mobile within the community  
☐ Has driver’s license | ☐ Unable to reliably catch public transport / gets lost  
☐ Multiple driving accidents |
| Social | ☐ Maintains supportive relationships  
☐ Appropriately assertive in getting needs met  
☐ Mindful of the rights of others  
☐ Avoids risky situations  
☐ Practices safe sex | ☐ Socially inappropriate behaviour  
☐ Socially anxious  
☐ Lacking cooperation/stubborn  
☐ Verbal/physical aggression  
☐ Ignores others’ needs  
☐ Puts self into unsafe circumstances |
| Occupational/educational | ☐ Employed appropriately  
☐ Has meaningful hobbies/activities | ☐ Unable to obtain or keep employment  
☐ Poor attendance record |
| Mental health | ☐ Resilient in response to everyday stressors and pressures  
☐ Mood is stable  
☐ Compliant with prescribed medications | ☐ Appears depressed  
☐ Reports feelings of panic / anxiety / stress  
☐ Irritable or rapid mood changes  
☐ Unable to manage anger  
☐ Overly concerned with bodily function/health  
☐ Symptoms of psychosis  
☐ Becomes very elevated  
☐ Delusional beliefs |
| Cognitive function | ☐ Attends appointments reliably  
☐ Memory is reliable  
☐ Insight into own circumstances and difficulties  
☐ Generates sensible solutions to everyday problems  
☐ Carries out agreed solutions/tasks  
☐ Organised  
☐ Reads and fills out forms without assistance | ☐ Misses appointments  
☐ Forgets to perform tasks  
☐ Forgets conversations or instructions  
☐ Repeats things over and over  
☐ Disorganised  
☐ Prone to impulsive actions  
☐ Difficulty making decisions  
☐ Difficulty concentrating  
☐ Appears unmotivated  
☐ Does not initiate agreed activities/tasks  
☐ Leaves tasks unfinished  
☐ Very slow to perform tasks  
☐ Thinking is rigid and uncompromising  
☐ Appears confused |
| Physical health | ☐ Medical conditions are appropriately managed as per medical advice  
☐ Compliant with prescribed medications  
☐ Manages glasses / hearing aids | ☐ Dental problems  
☐ Physically unwell  
☐ Ignores health warnings/advice  
☐ Doesn’t seek medical treatment for symptoms  
☐ Medication noncompliance |
CONSENT FOR NEUROPSYCHOLOGICAL SERVICES

Privacy and Confidentiality

All personal information gathered by the neuropsychologist will remain confidential and secure, except when:

1. It is subpoenaed by a court; or

2. Failure to disclose the information would place you or another person at serious risk to life, health or safety; or

3. Your prior approval has been obtained to
   a) provide a written report to another professional or agency.
   b) discuss the material with another person.

4. Disclosure is otherwise required by law.

Access to client information

You are entitled to access your personal information kept on file, subject to exceptions in the relevant legislation. Turning Point may discuss with you different possible forms of access.

________________________________________________________________________________________

I, (Please print your name in Block Capitals).........................................................................................., have read and understood this Consent Form.

I agree to the above conditions for the neuropsychological service provided by Turning Point.

Signature of Person authorising consent

________________________________________________________________________________________ Date ……../………/……..
WHAT IS A NEUROPSYCHOLOGICAL CONSULTATION?

You and/or other people may have noticed that you are having difficulties with memory, thinking skills, emotions or behaviour. Your support worker (e.g. Correctional Officer, Case Manager or clinician) would like to consult with a clinical neuropsychologist at Turning Point to discuss these possible difficulties further. The focus of this consultation will be on looking at helpful strategies to better support you.

What does the consultation involve?

- Your support worker will complete a referral form. If you have any questions or concerns about your memory or thinking skills, please let your support worker know.

- With your permission, your support worker and/or ACSO-COATS assessor will provide the following information to the neuropsychologist:
  - your background information,
  - previous assessment report(s) if available
  - their observations about how you’re getting on with daily activities.

- You do not have to give all your personal information. However, this may limit the advice the neuropsychologist can provide.

- Your support worker will make a time to speak to the neuropsychologist. You won’t need to attend any face-to-face appointment at this stage.

What does the neuropsychological assessment involve?

- Sometimes the neuropsychologist may recommend and offer a face-to-face neuropsychological assessment with you, to develop additional support strategies. This involves visiting Turning Point and doing a range of pen and paper tasks that look at your memory and thinking skills in detail. Some of it is a little bit like school but there is no pass or fail. At the time of making the appointment you will get additional information about how to prepare and what to expect. After this a report is written.

Who will get to know about my consultation & / or assessment results?

- If only a telephone consultation is completed your worker will let you know the outcome and will discuss any recommendations made.

- If you have a face-face neuropsychological assessment the neuropsychologist will hold a feedback session with you to discuss the main findings and you will get a summary of the findings.

- The neuropsychologist will also write a longer report that is sent to your referrer including recommendations that will help support you. With your written consent a copy can also be sent to others who are involved in your care (i.e. your GP).

- The report will be kept securely and used only by Turning Point and the authorised personnel at Eastern Health.