



REFERRAL PROCEDURE

“I am fully involved in assessing my emotional, psychological, social and physical needs at an early stage, regularly and when my needs change.”

Health and Social Care Standard 1.12

“I can visit services and meet the people who would provide my care and support before deciding if it is right for me” Health and Social Care Standard 4.5

Columcille is open to referrals, from family members, staff from services and social workers for adults with a learning disability and mental health needs.

The minimum attendance is one day, or two half days.

The Manager of Columcille will lead the process.

The steps required to attend Columcille are:

1. **Interest Visit:** Potential service users and their family member / carer / social worker are welcome to arrange a visit to the Centre at any time to walk round and ask questions.
2. **Referral Form:** If the person wishes to be considered, then a referral form is completed.
3. **Trial visits:** Staff at Columcille will discuss the referral form, and our staffing capacity and if feasible then some trial visits will be arranged, with support. The number of trial periods varies according to need and will be agreed individually.
4. **Decision:** At the end of the trial visits Columcille Manager will take feedback from the individual and their family/carers, and Columcille staff to make a final decision.
5. **Start date:** before the individual can start the following needs to be in place:
 - a. Funding and transport plans confirmed in writing with council or individual.
 - b. Personal Plan: a written description of the individual's support needs and wishes.
 - c. Risk Assessment: a written description of how potential hazards will be managed.
 - d. Service agreement: a description of practical arrangements, hours, contacts etc.
6. **3 month review:** There will be a review after the first three months with the individual and their family/carers /social worker to monitor progress and outcomes.

Costs are reviewed annually and at 01.04.25 are agreed with the Edinburgh Health and Social Care Partnership at the following rates:

- One to one fee - £23.07 per hour
- Group support fee - £18.97 per hour

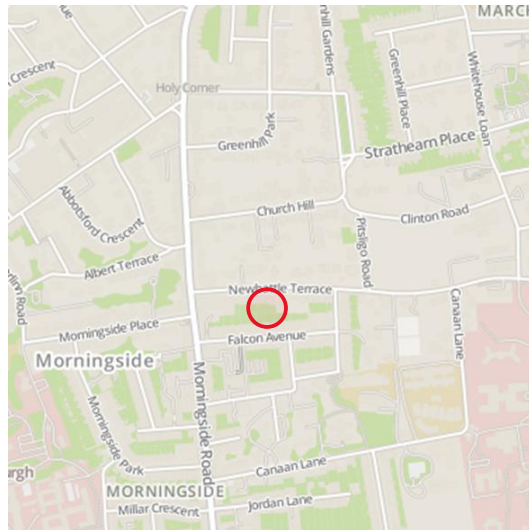
May 2023. Updated March 2024, June 2024; June 2025

JOINING COLUMCILLE – Easy Read

1. Phone 0131 447 7404. Speak to the Manager, John Redwood



2. Visit, look around, meet people. Decide whether to try.



3. Fill in a form. Come for a trial period. Plan funding and transport. Start!

