

What will happen next?

The Specialist Learning Disability Health Services available are:

- Dietetics
- Health Facilitation
- Nursing
- Occupational Therapy
- Psychiatry
- Psychology
- Physiotherapy
- Speech and Language Therapy

The referral team will agree which service or combination of services will best meet the needs of the person referred. The referral will be allocated to a clinician who will contact the person referred to agree how best to help them.

If you need this information in another format, such as audio tape or in another language please contact the Learning Disability Services Communication Lead on 0121 465 8506.

Accessible, Responsive Community Healthcare

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**South Birmingham
Community Health**

Specialist Services Division



Guidance for referrers to Birmingham Learning Disability Services

Single point of access

The Single Point of Access team takes all referrals for the Specialist Learning Disability Health Services in Birmingham. Referrals can be made by telephone, fax, letter or e-mail. The referral form (paper or electronic) can be obtained by phoning the number below.



Tel: 0121 465 8413



Fax: 0121 465 8409



Post: LD Referrals, PO BOX 15722, B9 9HE



E-mail: ld.referrals@sbpct.nhs.uk

For referrals to Learning Disabilities Social Care Service please contact 0121 303 2202 (Referrals taken for people from 18 years of age).

Defining 'Learning Disability'

Learning Disability is defined by the presence of:

- a significantly reduced ability to understand new or complex information to learn new skills (impaired intelligence)
- a reduced ability to cope independently (impaired social functioning)

Both of which started in early childhood and have a life-long effect on development.

Adapted from definition used in 'Valuing People' (2001)

How to make a referral

The following information about the person to be referred must be provided (It can be taken over the telephone, or included in a letter, fax or electronic referral):

- name and address;
- date of birth (the service accepts referrals for people over the age of 19 years);
- telephone number or other contact details;
- G.P. details;
- NHS Number, if available
- ethnicity
- language spoken
- whether the person's consent has been gained for this referral;
- evidence of the person's learning disability - this may be:
 - a) a confirmed diagnosis
 - b) person is on the GP practice Learning Disabilities Register
 - c) the person attended a school for people with learning disabilities
 - d) if none of the following apply, please give a rationale for believing the person has a Learning Disability. Please refer to the definition above.

- details of the health need which requires referral to the specialist learning disabilities team, any relevant medical history, and any previous input received from Learning Disability Health Services;
- if the referral is requesting assessment for 'NHS Continuing Healthcare', a completed NHS CHC Checklist will be required;
- a completed nutritional screening tool when appropriate.

Without this information referrals can not be dealt with as promptly as we would wish.

When is it open?

The single point of access service is open Monday to Friday 9.00am - 5.00pm excluding Bank Holidays. Outside these hours messages can be left.

Who is in the team?

The team is staffed by administrative staff who will request referral information and process it. The team is supported by a panel of clinicians

What happens to the referral?

The referral will be passed to the weekly referral panel for discussion. The referral panel consists of senior clinicians representing professional groups in the service.

The decision reached will be one of the following:

- The referral is accepted to the service and the panel will decide who will carry out the initial assessment.
- More information is required to make a decision. The information will be requested and the referral will be discussed again when all the information has been collected.
- The referral does not meet the eligibility criteria for the service and will be returned to the referrer with guidance on a more suitable service provider(s).

Referrers will be informed of the decision within one week of the referral being received by the single point of access team.