

## Referral Procedure for The Alma Project – For Professional Referrers

1. If your client would like to apply to join a group/s, we ask for a referral from a support worker, Community Psychiatric Nurse, their doctor or other health worker. We have a form for this referral which you can download from our website, or which we can email/post to you.
2. When we receive a referral we require time to assess the referral. (For confidentiality reasons, you may want to leave out the personal details section when making an initial referral.) Otherwise, please fill in all sections, particularly phone nos. and email address. You may want to password-protect the form for added security if emailing. Text us the password.
3. We may need to ask for further information so that we can make an informed risk assessment.
4. We will contact the client (or you if the client prefers this) to let them know if we are able to offer a place, and if so, to arrange a date to start a group.
5. It may help to have someone come along with the client for their first day. If they wish, they can come 10 mins before the group to chat with us about their needs.

Margaret Allan

Service Manager

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Scottish Charity Incorporated Organisation SC046127