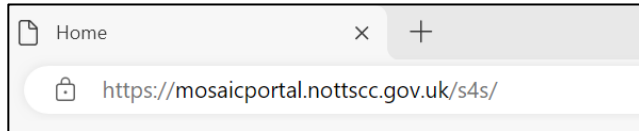


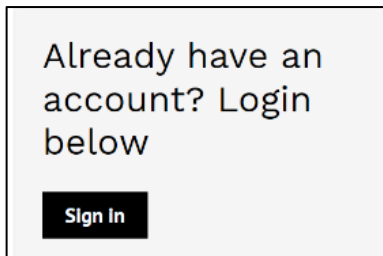
Contents	Page Number
How to Log into the Portal	2
How to Start a Referral	3
How to Resume a Saved Referral	3
How to Save a Referral	4
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To log into the Portal

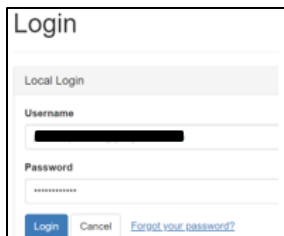
1. Copy and paste URL link into the Browser



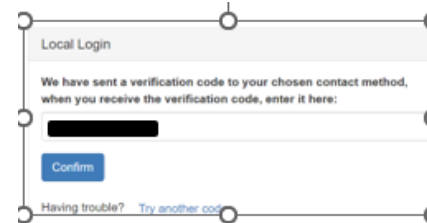
2. Select Sign In



3. Complete your login details and select Login



4. You will be sent a verification code to the email address you have provided. *Note: Check your Junk Mail if this does not appear in your inbox*



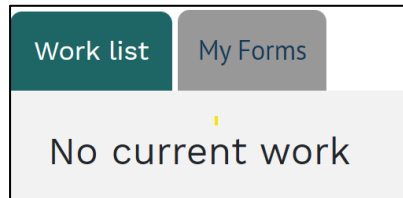
- Add the verification code and confirm

5. Once Logged into the Portal select
 - My dashboard



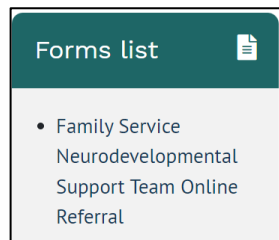
How to start a new referral

On the Dashboard - Select Work List



Under Forms List

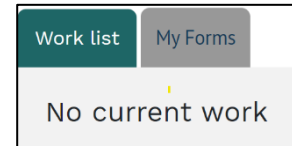
- select Family Service Neurodevelopmental Support Team Online referral



This will open a new referral form for you to complete

How to resume a saved referral

On the Dashboard - Select My Forms

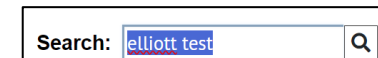


A list of forms will display in chronological order

- **Form name:**
will display the name of the form with the name of the child displayed at the end
- **Status:**
Completed – The Referral has been submitted
In Progress – The Referral has been saved but not submitted
- **Last Updated:**
Will display the date the form was either completed or last saved.

Search

A quick way to find the referral form is to type the child's name in the search field



- Once you have found the referral form that is In progress **Select the form name to continue to work on the referral**



How to save a referral

At the bottom of each page of the referral you have the following options:



- Select Save

Now either select:

- My Dashboard to return to the main page of the Portal

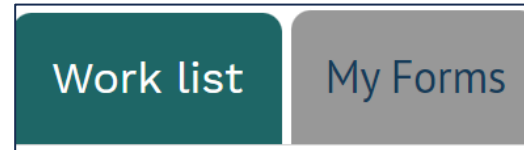
Or

- Log Out if you wish to log out of the Portal completely



The next time you open your dashboard

- Select My Forms



The Referral you have saved will display under 'My Forms':

- The name of the child will display in the Form Name
- With a status of 'In Progress'
- And Last updated will display the date you saved and exited the form

Note: The list is in chronological order of last saved or last completed.

Select the Form name to resume the referral:



Completing a Referral

Referral Details Page

Read the information at the top of this page.

The fields within this section are:

Free text

for you to type into for example child's name

Child's Name
 Max 1000 characters, remaining 992

Tables:

Type into the fields or select the relevant option from drop down menu (e.g. Gender)

Details of any other children or Young people in the household

Child's First Name	Child's Surname	Date of Birth	Sex as Identified at birth	Gender	Address	Postcode	Ethnicity	NHS No (if known)	Relationship to Main Child
<input type="text" value="ted"/>	<input type="text" value="test"/>	<input type="text" value="08/10/20"/>	<input type="text" value="Male"/>	<input type="text" value="Demi-t"/>	<input type="text" value="meadow house, little orth"/>	<input type="text" value="ng18 2tb"/>	<input type="text" value="Mixed"/>	<input type="text" value="45454545"/>	<input type="text" value="brother"/>



to add additional rows select the green cross or the x to delete a row

Date Fields (e.g. child's dob):

Select the calendar to add the DOB or type into the text box



Drop-down menus (e.g. Year Group:)

Year Group

Select the correct Year Group from the drop-down menu. This will determine which questionnaires display later in the referral form i.e. Primary or Secondary or College

Radio Buttons (Which Education setting do they attend)?

Click the radio button to select the relevant option

Which Education setting do they attend?

Primary School/Early Years Setting (Age Group 0 - 11 years)

Secondary School (Age Group 12 - 16 years)

Further Education/College (Age Group Post 16)

Once you have completed this page FULLY select next to navigate to the next page

Completing a Referral

Referral Details

Complete the information in the table fully

Referrer Details					
Referrer Name	Role	Organisation Name	Telephone Numbers (including mobiles)	Email	What is your relationship to this child/parent/Family?
<input type="text"/> Max 1000 characters. remaining 1000	<input type="text"/> Max 1000 characters. remaining 1000	<input type="text"/> Max 1000 characters. remaining 1000	<input type="text"/>	<input type="text"/> Max 1000 characters. remaining 1000	<input type="text"/>

Select Next to navigate to the next page

NOTE!!

If you get this message, it means you have lost connection to the internet and so it is best to leave the form and then resume it again as anything you add to the form will not be saved



When completing the form save the form at regular intervals to ensure that you have not lost connection and any work.

Parent Carer One

Complete all fields fully

Note:

- Hover over the question mark at the side of the question to reveal hidden guidance

Please tell us more about your child and your family Who does the child live with?

Max 1000 characters. remaining 1000

Please describe the family composition and structure.

Have there been any significant changes to the family circumstances during the child's life? (ie changes of family composition, multiple house moves).

- At the side of the text box, you will see how many remaining characters you have left. When saving the form or moving on to the next page any fields with over one thousand characters will not be accepted.

What are your child's strengths and what is going well?

Parent carer one - Child's strengths and what is going well:

Max 1000 characters. remaining 939

Once you have completed this section fully select if you would like to add responses for a second parent carer?

- If you select yes, the next page will display the questions for Parent Carer Two
- If you select No Parent Carer Two questions will not display

Parent Carer Two

Complete fully in the same way as Parent Carer One

(remember this page will only display if you selected yes on the previous page)


School Information

Complete Fully in the same way as Parent Carer One

At the bottom of this section is where you will attach any supporting documents

Please upload any supporting documents here

Drop file here to attach or browse

 test.docx

 test (2).docx

- Either drag and drop the documents you wish to attach
Or
- select browse and search for the documents and double click to add to the form
- Multiples can be added
- Select x if you wish to remove a document (before submitting)

School Questionnaire

Please read additional information at the top of this section

The Questionnaire that displays is determined by the Year group you selected on the first page of the referral

If the wrong questionnaire has displayed select previous at the bottom of the page until you are on the first page and amend the Year Group

Unusual sounding speech eg in rhythm, tone, volume, accent, rate

- Yes, definite concern
- Some Concerns
- No concerns

Comments: Please ensure when ticking Yes or Some Concern you provide further comment.

add information

The fields in this section are a mixture of free text and radio

buttons

Note:

- If you select Yes definite concern or Some Concerns, add additional comments in the free text box below
- Please answer every question even if the answer is no concerns

Please read additional information at the bottom of this section

Vanderbilt ADHD Rating Scale

There are 2 Vanderbilt Ratings:

1. Parent Carer
2. School or Teacher

This section contains a mixture of:

Free Text box

Relationship to child:
mother

Radio Buttons

Is this evaluation based on a time when the child

- Was on medication
- Was not on medication
- Not sure

Drop Down menus

Often - 2

- Never - 0
- Occasionally - 1
- Often - 2
- Very Often - 3

Privacy Statement and Consent to be completed by the Parent or Carer

This information will need to be read out to the parent carer for them to verbally consent

Then select I understand

Yes

I Understand

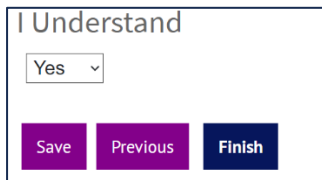
Yes ▾

Save Previous Finish

Submitting the Referral

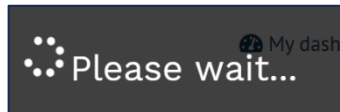
At the bottom of the last page of the referral

Select finish



I Understand
Yes ▾
Save Previous Finish

Note: You may get the following before the form submits:



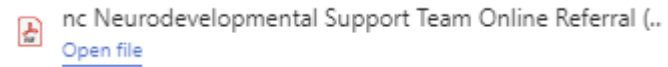
Once your form has submitted a copy of the referral will display

You have the option to create a pdf and save or print

To do this select print



Open the downloaded pdf (top right of screen)



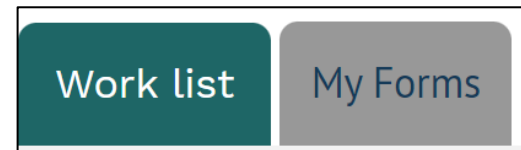
Now you can either print

or save this copy



Remember the submitted referral will also display in

My Forms



as a completed referral. This will display for you to access for 3 months.

To open the referral, select the title of the form

