

COMPLETING PAPERWORK FOR NDD REFERRAL IN FORTH VALLEY

DOS

1. Be clear what you are asking for

.Be explicit about what you want to be assessed e.g ASD, ADHD, etc



2. Be clear about what supporting evidence you are sending



Outline in the covering letter (see Appendix C) supporting paperwork included e.g. Form 2, Form 6, ICD11 observation tool.

3. Give a clear description of relevant issues observed

Only describe things which might indicate presence of an NDD. Include observations from home and other situations. (use Appendix B to guide information gathering)



4. Describe current or potential impact



E.g. what are the current supports? Where the pupil is managing now, what might be the future impact on mental health, attendance, engagement with learning?

5. Be clear about the views of the TAC

Remember to include consent for referral from the family and/or young person along with information about their observations.



Read
"Supporting referrals to the Forth Valley
NeuroDevelopmental Difficulties (NDD)
Assessment Pathway"
for more information

COMPLETING PAPERWORK FOR NDD REFERRAL IN FORTH VALLEY DON'TS

1. Don't include lots of detail that isn't relevant to the request.

Don't feel you need to include information under every SHANARRI heading, You only need to use the SHANARRI indicators that help describe the possible NDD.



2. Don't feel it is your responsibility to 'prove' there is an NDD



You are simply responsible for collecting and sharing any relevant information for the referral and making the request. Others do the final assessment.

3. Don't ask families to go to other agencies to make referrals

If a family have asked school about referral for NDD assessment, under the ASL Acts school need to gather the info and send it off. **Remember** - due to issues such as masking, or the great support already in place in school, difficulties might present differently in different settings.



4. Don't provide unfiltered information

A full chronology or individual comments from every teacher provide too much information to sift and often include things that are not relevant. A short summary of relevant examples from any chronology or round robin is all that is needed.

5. You don't need other agencies to assess before referral

The information you hold already is enough to make a referral. You and the family know the pupil best. The role of other agencies is to advise you about how to support a pupil in **your** setting.



Read

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