



Richardson Partnership for Care Referral Process

We aim to keep our referral process as straightforward as possible, while ensuring that it is thorough and delivers all the information that is required to all parties. It is outlined below:

1. The initial enquiry is handled by our dedicated Admissions and Referral Team, who will record the relevant contact details and the reasons for the referral. They then send out information including brochures and fee structure to the social worker and other relevant parties.
2. The Richardson Partnership for Care requests more detailed information and copies of reports, history, care plans, deprivation of liberty safeguards, etc.
3. The Admissions and Referrals Co-ordinator and the Service Manager at The Richardson Partnership for Care review this information and decide whether to take the referral further.
4. The Registered Homes Manager arranges and completes a full assessment using a standard assessment tool.
5. The Richardson Partnership for Care sends an offer letter, which includes estimated costs and invites the relevant and appropriate parties to visit the home.
6. Clinical psychology and cognitive behavioural therapy assessments are carried out if appropriate.
7. Once the placement is approved, an individual transitional plan is devised.
8. At admission, a personalised therapy and care plan for the service user is constructed and implemented.

You are welcome to visit The Richardson Partnership for Care by arrangement at any point before or during the referral process. If, at any stage in the referral process, we feel that it is not appropriate for the service user to be admitted to The Richardson Partnership for Care, we will provide feedback to the relevant parties.