



## Quick Referral Guide

### Referral to headspace Knox with No Wrong Door\*

#### First time visit to headspace Knox without No Wrong Door referral tool

Young person visits headspace Knox, completes minimum data set (MDS) via electronic input (iPad/computer)

Young person meets with headspace worker and No Wrong Door initial needs and referral tool is completed.

NWD tool is taken to headspace Knox intake meeting and worker allocated to young person.

Young person attends headspace Knox for appointment with allocated worker, and completes MDS each time they visit headspace Knox.

#### Referral to headspace Knox with No Wrong Door tool

Young person visits No Wrong Door service or school and professional completes and sends No Wrong Door referral tool to headspace Knox.

headspace Knox worker reviews No Wrong Door referral and contacts young person over phone confirming details and asking if there is anything else that has changed or headspace needs to know.

NWD tool is taken to headspace Knox intake meeting and worker allocated to young person.

Young person attends headspace Knox for appointment with allocated worker, and completed MDS each time they visit headspace Knox.

#### Important Note

Every time a young person visits headspace Knox, for an *individual* or *group* appointment, they will need to complete the minimum data set (MDS) electronically. It is important to inform young people of this when referring to headspace Knox so they do not feel they are having to re-tell their story.

\* Correct May 2014. Contact headspace Knox to confirm any updates.

