



November 2011

Referral Form

Complete and return to:-

Norfolk House
Touchstones12
39 Princes Drive
Colwyn Bay
Conwy
LL29 8PF



Telephone: 01492 534090

PRIVATE & CONFIDENTIAL

Applicants and Referring Agencies must read the following notes and comply with the relevant points set out in this form to be successful. NOTE, Failure to complete this form honestly, in full and provide the relevant information will delay Referrals / Applications

Allocation of bed-space is prioritised to applicants in following order from Conwy, North Wales, Wales and the rest of the UK. Please note referrals from outside of Wales will need to seek funding from a local authority funding to attend. Please contact for up to date news and to ask questions about funding.

Touchstones12 do not run a clinical programme and further we do not directly provide any primary forms of counselling and/or medical care. Please note there is no medical staff situated at the project. Each client is an individual and they will require different levels of treatment; some of clients will choose not to receive any form of counselling throughout their time at the project. The individual has to reach a point of readiness to want to engage effectively with more in depth person centred counselling. All of our clients will be offered counselling assessments in line with their individual support plans and informed choices will be made.

Please read the checklist and subsequent notes on pages 3 & 4 before proceeding: -

Family name:.....

First names:

Address:

..... Post Code:

Telephone: Mobile:

Date of Birth: Age:

National Insurance Number:.....

Details of person/ referring agency filling in application if relevant:

Name in full:

Relationship to applicant:

Address:

..... Post Code:

Telephone: Mobile:

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WHAT'S IT ALL ABOUT?

At Touchstones12 we encourage a solution focused approach to working at life. The main support programme here at Touchstones12 in general comprise life skills, education, fresh air, voluntary work and alternative therapies. Here at Touchstones12 we try to offer our clients a multi angled approach that is more in keeping with everyday life. Another focus, we encourage clients to look at a 12-step programme on their own terms and further to seek out the various supporting fellowships (AA, NA etc.) subsequent meetings and to obtain a fellowship sponsor to complement their move-on strategy. Ultimately, we are aiming to empower and socialise our client group so they become more confident and more attuned to manage their daily lives.

It would not be reasonable or expected that all clients will follow a single route to recovery, therefore the Touchstones12 addiction recovery plan is adaptable to an individual clients needs.

Touchstones12 offers an abstinence, violence and theft free based recovery programme. Therefore abstinence from alcohol, drugs, various forms of mind altering chemicals and abstinence from violence and theft is also required by all clients at all times during their stay at Touchstones12. Any infringement of these basic but central rules may lead to instant dismissal. A client leaving the programme, for whatever reason, may not reapply to join the programme, for a period of six months. If a client should choose to reapply, he/she will be subject to a renewed application and a full reassessment.

Touchstones12 do not run a clinical programme and further we do not directly provide any primary forms of counselling. There is no medical staff situated at the project. Each client is an individual and they will require different levels of treatment; some of clients will choose not to receive any form of counselling throughout their time at the project. All of our clients will be offered counselling assessments in line with their individual support plans and informed choices will be made. People take time to level and come to terms with their own state of mind before they choose to seek more specialized and specific forms of counseling. A major point, take away the substances and the prime issues are related to those found within the normal population. To explain further our clients are substance misuse based, but importantly Touchstones12 does not directly work with people who are using substances; conversely we work with abstinent individuals who require a diverse range of specific forms of counselling such as bereavement, debt, gambling, domestic abuse, physical abuse, sexual abuse and others. In practice the project functions as a central hub, a supportive holding ground from where a person can develop enough self esteem and confidence to identify and seek out specific forms of help that will effectively meet their own personal needs.

The Touchstones12 drug and alcohol recovery programme is designed to be adaptable on an everyday basis, however the aim of the programme is to effect both behavioural and cognitive changes, to move a client from their destructive way of thinking and behaving towards a life style that can ultimately only be formed from and within the clients own frame of reference.

Ultimately we believe that individuals have to want to change themselves - technically individuals must have a motivation to want to change their own life in order to succeed. The client can only change them self.

At Touchstones12 we do not badger, label or prescribe the way people do or think about their lives and their futures, rather we value people as they are. Touchstones12 emphasize human experience, choice and creativity, we encourage positive growth, focusing on a person's unique potential for personal growth, self-actualization and self-realisation.

Although the programme is basic, it will provide a client with some of the tools and information they require to achieve independence. Ultimately we do not want to institutionalize individuals. Therefore we aim to provide a mix of experiences to aid recovery and life skills training to enable individuals to achieve independent living. In practice we aim to create a socially interactive environment that encourages people to develop and integrate with society in a natural sense.

Recovery at Touchstones12 is worked towards within a safe, supportive yet challenging environment. Someone once described a counselling session as being akin to a 'safe emergency' being a client at Touchstones12 is very much akin to living in a safe emergency.

Touchstones12 Referral Check!!!!

Failure to provide the following information will delay the process

Section 1: Dr.'s letter

Dr.'s letter	Yes / No / NA
<p>Essential, obtain and submit a letter from your current GP stating what medication has been prescribed; this will assist if you decide to change your GP to one that is local to T12</p> <p>Failure to provide proof of prescribed medication will delay the entry date.</p>	

Section 2: Covering letter

<p>It is a formal requirement that the referring agency provides some basis for the referral for the records. Please provide a brief covering letter from the referring agent briefly outlining the basis for the referral.</p>	
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Section 3: Risk Assessment

<p>Essential, it is a statutory requirement that the referring agency provides a Risk Assessment.</p>	
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Section 4: Other accommodation

<p>If the client has any of the following:</p>	
<ul style="list-style-type: none"> • Mortgage 	
<ul style="list-style-type: none"> • Tenancy / private tenancy 	
<ul style="list-style-type: none"> • Council Property 	
<ul style="list-style-type: none"> • Housing Association 	
<ul style="list-style-type: none"> • Savings in excess of £16K 	
<ul style="list-style-type: none"> • Other 	
<p>Two possible courses of action that client must consider if any the above points exist: -</p>	
<p>(A) Seek funding from a local authority or alcohol service – or drug service – or other. The weekly charge is £481.72</p>	
<p>(B) In cases where applicants are unable to seek funding, it is possible for applicants to pay privately. Please contact for current charges.</p>	

Section 5: Detoxification / substance free

<p>Touchstones12 is abstinence based. Ensure that all referrals have completed a detoxification programme. We trust that key workers will test clients before they bring them to the project. New arrivals who are intoxicated with unexplained substances and alcohol will not be admitted on arrival.</p>	
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Section 6: Local/Regional/National Area locality

<p>If a person is living outside of Wales they will have to seek some form of funding to fund a placement at the project. Please telephone 01492534090 to enquire about charges.</p>	
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SECTION 1: Drug & Alcohol Usage

Have you or do you use any of the following, please indicate as required?

	At any time	Recently	Age first used	Not sure	How often and quantity used daily/weekly
Alcohol					
Benzo' s					
Cannabis					
Cocaine					
Crack					
Ecstasy					
Heroin					
LSD/Acid					
Methadone					
Prescribed					
Tobacco					
Solvents					
Misuse of prescribed medications					
Other					

SECTION 2: Previous Detox or Treatment

Please list the last 4 detox. and addiction treatments below:-

State where... (full address not needed)	State when approximately	Which addictive problems treated?	Type of treatment & was treatment completed (E.g. Alcohol / YES)	Discharge or self discharge please state



SECTION 5: Overdose and Suicide

Have you ever self harmed?	YES / NO
Have you ever suffered with suicidal thoughts?	YES / NO
Have you ever attempted suicide	YES / NO
Have you ever unintentionally overdosed?	YES / NO (if yes please specify)

Have you ever experienced an intentional overdose?	YES /NO (if yes please specify)

Do you suffer with an eating disorder:	YES / NO (if yes please specify)

SECTION 6: Medical Tests / Other Medical issues

Recent medical tests please specify	YES / NO if yes please give details
Known allergies please specify	YES / NO if yes please give details
Do you have mobility issues?	YES / NO if yes please give details
Do you have any special dietary requirements?	YES / NO if yes please give details

SECTION 8: Education & Specific Needs

Has the client / self attended college, University or gained any qualifications / exams.

Place Attended	Qualifications	Date

Do you have any specific educational needs that may require support with?

Skills

Are there any specific life skills or educational skills that you feel you / the client would benefit from learning? Please write any details in the space below: -



SECTION 9: General

Whose idea was it for you to seek help now? Please give details.

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Why are you applying to Touchstones12? Please give details.

Do you have any other commitments? Please give details.

Do you know anyone at Touchstones12?

YES / NO If yes please give details

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If there is anything else you wish to say in support of your application, please use the space below.

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SECTION 10: Administration / Finances

Name					
Date of Birth		Male		Female	
Other					
Current Address					
Telephone Number			Postcode		
Home Address/NFA					
Local Authority					
Describe ethnic origin? What nationality?					
Single	Married	Divorced	Separated	Widowed	Children
Full Name of GP			Tel No		
Address:					
GP Code			NHS No		
Name of Care Manager (if you have one)			Tel No		

Occupation Now	
2.0 Main Past Occupation (apart from unemployed)	How Long
2.1 Are You Unemployed?	
If Employed, are your employers Aware you are seeking treatment?	Yes No

SECTION 11: Signed Agreements

<p>i. Recovery through Touchstones12 is abstinence based and requires clients to make a clean and final break with drugs and or alcohol and their former lifestyles. No residential client is permitted to use alcohol, illicit drugs or abuse non/prescribed prescription medication.</p>
<p>ii. Recovery through Touchstones12 is about learning to develop life skills and aiming to achieve independent living status.</p>
<p>iii. If you are accepted into Touchstones12's recovery programme you will be tested for drugs and alcohol, both on your day of admittance and randomly throughout your stay, any failure of these tests will result in immediate dismissal from the programme.</p>
<p>iv. If you are accepted into the Touchstones12's recovery programme any violent act any case of theft or non engagement in the programme, will result in summery dismissal.</p>
<p>v. This application neither guarantees you an assessment or an offer of a residential placement on Touchstones12's recovery programme. No reasons will be offered for denial either of an assessment or a place in the Touchstones12's recovery programme; however you will be informed either way of the outcome of your application as soon as possible and after the receipt of this application.</p>
<p>vi. A central principle of a recovery programme is honesty. Should it come to light at a later stage that information supplied in this application is not accurate and that you have knowingly withheld information this application will not be processed further. If you have already joined the Touchstones12's recovery programme and such information comes to light you will be asked to leave.</p>
<p>vii. It is clearly understood that there is no medical or healthcare staff working directly at the project. Further, it is accepted that the project only provides psychological support, therapeutic interventions, structure and security for groups of individuals.</p>
<p>viii. Persons leaving the Touchstones12's recovery programme will be reassessed before returning to the project in accordance with the allocations and referrals policy in line with the section relating to returnees.</p>
<p>I have read, understood and agree to the above information:</p>
<p>Applicants name in full:</p>
<p>Applicants Signature:</p>
<p>Dated:</p>

I give permission for all care professionals with whom I have been involved with to release to Touchstones12 any relevant information that maybe required. On my discharge I accept that reports may be sent to all care professionals involved in my care to support my continuing recovery and well being.

Signed: Dated:.....

I give permission for Touchstones12 to make further police checks and to make further enquires regarding previous convictions, or for existing P.S.R. or S.E.R's.

Signed: Dated:.....

**This form has been filled in by _____
signature is required below - otherwise ignore.**

I have filled in this application form at the request of the applicant and in accordance with the applicant's directions, to the best of my ability; all the information supplied to me by the applicant is faithfully and accurately represented in this application.

Signed: Dated:.....

Relationship to the applicant:

Address:
.....
.....

Phone number:..... Mobile.....