

Integrated Referral Form for an Autism and/or ADHD assessment

Once complete – forms should be submitted by your GP or other healthcare professional to refoutpatients.enh-tr@nhs.net

Parents/carers should ensure they take a copy for their records before the referral is submitted.

GP / REFERRER SECTION

CHILD / YOUNG PERSON'S DETAILS:

Name:			Date of Birth:	
Address:				
NHS No:				
Contact Details:	Mobile:			
	Home:			
	Alternate:			
	Email:			
Please name everyone who has parental responsibility for the Child / Young Person:				
Do both parents / carers who have parental responsibility live in the family home:				
If no can information including Child / Young Person's address be shared with both parents / carers:				
Please provide the details of parent / carer not living in the family home if information can be shared:				
Would an interpreter be required for an appointment?				
If yes, please advise of language:				
GP Surgery:	Name:			
	Address:			
	Phone Number:			
	Email:			

REFERRER'S DETAILS:

Name:	
Job Title:	
Tel:	
Email:	
Address:	
Date completed:	

What is the <u>primary</u> reason for this referral? (Tick ONE)	
Autism - Social Communication and Interaction difficulties	
ADHD - Attention and hyperactivity out of keeping with developmental level	
Relating to BOTH autism - social communication and interaction difficulties AND ADHD - attention and hyperactivity out of keeping with developmental level.	
Other. Please specify:	

RELEVANT INFORMATION

Is the Child / Young Person and/or family accessing or open to Social Care, now or in the past? E.g. receives help from Families First, or has a child in need or child protection plan?	
If yes, please provide the details:	
If yes, please provide the details of their main contact e.g. Social Worker or family practitioner etc:	
Name:	
Tel:	
Email:	
Are they currently on a Child Protection Plan:	

Has the Child / Young Person had a private assessment / assessment from a previous area for a neurodevelopmental disorder?	
If yes, please provide the details below and attach the report:	
<i>We understand some families may seek a private diagnosis. We ask that reports are shared with our service to outline the best pathway and support for the Child / Young Person.</i>	

Please add any other relevant information which you feel is important for us to know when considering this Child / Young Person:

Parent/Carer Questionnaire for an Autism and/or ADHD assessment in Hertfordshire

**Once complete – forms should be returned to the referrer for submission.
Parents/carers should ensure they take a copy for their records before the referral is submitted.**

This parent/carer questionnaire is required to support referral for an autism and / or ADHD assessment in Hertfordshire. The information provided will determine the assessment(s) required. We require a lot of information for this form, but the more information you can provide the better we can triage your child into the right appointment. Please ensure you complete all relevant parts of this form.

The school/educational setting questionnaire should be passed to your child/young person's school or educational setting for completion. Before the complete form is returned to your GP for submission.

This document is the editable pdf version of the form. An printable pdf and fillable word document are also available. It is preferable that the forms are completed electronically however good quality scanned versions will be accepted.

If you need help filling out the form please talk with your school / educational setting, family support worker, or social worker.

For queries regarding specific terminology or questions on the form please contact the Neurodiversity Support Hub - <https://www.hertfordshire.gov.uk/microsites/local-offer/resources-for-parents-and-professionals/the-neurodiversity-hub.aspx>.

Hertfordshire based charities such as Angels ([Home - Angels Support Group](#)) and SPACE ([SPACE Hertfordshire – Supporting families in Hertfordshire | Autism | ADHD | Neurodiversity \(spaceherts.org.uk\)](#)), may also be able to offer assistance.

Please note, the organisation your referral is submitted to depends upon the location of your GP within Hertfordshire.

East & North Hertfordshire

Referrals for those registered with GPs in East & North Hertfordshire will be contacted by East and North Hertfordshire Community NHS Trust (ENHT). Further information about the referral process in East & North Hertfordshire can be found here;

ADHD - [Referral information \(ADHD pathway\) – East and North Hertfordshire NHS Trust](#)

Autism - [Homepage – East and North Hertfordshire NHS Trust](#)

South & West Hertfordshire

Referrals for those registered with GPs in South & West Hertfordshire will be contacted by Hertfordshire Community NHS Trust (HCT) Community Paediatrics for autism referrals or by Step2 (HCT) for ADHD referrals. Further information about the referral process in South & West Hertfordshire can be found here;

ADHD - [Service details | Hertfordshire Community NHS Trust](#)

Autism - [Autism spectrum disorder | Managing conditions | Hertfordshire Community NHS Trust](#)

PARENT / CARER CONSENT

Digital Communication			
East and North Hertfordshire NHS Trust and Hertfordshire Community NHS Trust would like to send text (SMS) messages for appointment reminders and to share useful health information.			
I agree to receive text (SMS) messages Please confirm your mobile number:			
East and North Hertfordshire NHS Trust and Hertfordshire Community NHS Trust would like to send text (SMS) messages for surveys and questionnaires.			
I agree to receive text (SMS) messages			
We may offer appointments using video calling.			
I agree to having video call appointments			
We would like to send your letters or reports by email, which could include personal, sensitive data. You may receive a verification email which you <u>must act on</u> as confirmation that we have the right details. We cannot email you any information without this verification.			
I agree to receive emails which could include personal information: Please confirm your email address: _____			
Once any information has left our secure NHS email accounts, the security of the information is your responsibility.			
What is your preferred method of communication? (Tick one) ✓			
Link by SMS		Attachment by Email	
Link by Email		Copy by Post	
Sharing information			
Are you happy for us to share your Child / Young Person's record with other health services who are involved with your Child / Young Person's care?			
Are you happy for us to have access to the records held by other health services involved in your Child / Young Person's care?			
Are you happy for us to share information with the child / young person's educational setting e.g. SENCO and the local authority?			
An onward referral may be made after your appointment please check the below:			
Do you consent to your Child / Young Person's shared care record (used by other organisations using the SystmOne electronic patient record system such as your GP) being accessed by East and North Hertfordshire NHS Trust / Hertfordshire Community NHS Trust / Hertfordshire Partnership Foundation Trust?			

Do you consent to us East and North Hertfordshire NHS Trust / Hertfordshire Community NHS Trust adding information relating to your Child / Young Person's care to their SystemOne shared care record which may be viewed by other NHS professionals such as your/their GP?	
Does the Child / Young Person (aged 13 and over) consent to their information being shared with East and North Hertfordshire NHS Trust / Hertfordshire Community NHS Trust / Hertfordshire Partnership Foundation Trust by parents / carers and their educational settings?	
CONSENT TO REFERRAL:	
Do you agree to this referral being made:	
Does the Child / Young Person agree to this referral being made:	
Please include further information on Child / Young Person's response:	
<i>Please ensure all consent questions are answered above to avoid delays.</i>	
If you are completing this form electronically, type your name in the signature box.	
SIGN:	
PRINT:	
RELATIONSHIP TO CHILD / YOUNG PERSON:	
DATE:	

Please see the ENHT privacy notice below:

[Privacy and Data Protection – East and North Hertfordshire NHS Trust](#)

Please see the HCT privacy notice below:

[Your information | Hertfordshire Community NHS Trust \(hct.nhs.uk\)](#)

MEDICAL HISTORY:

1. Were there any complications during pregnancy?	
Please give details:	
2. Were there any complications at the birth?	
Please give details:	
3. Was your child born before 37 weeks?	
Please give details:	
4. Did they meet their developmental milestones?	
If NO, please give brief detail of what the difficulties were/are:	
5. Does your child / young person have any physical or health difficulties or diagnoses?	
Please give details:	
6. Are there any concerns regarding your child / young person's diet and/or appetite?	
Please give details:	
7. Are there any concerns regarding your child / young person's sleep?	
Please give details:	
8. Are there any concerns regarding your child / young person's self-care skills e.g. getting dressed, washing, toileting?	
Please give details:	

9. Are there any concerns regarding the following:	
<p>Gross motor skills (large muscle movements e.g. crawling, walking, jumping, climbing):</p> <p>Fine motor skills (small muscle movements e.g. using buttons and zips, holding a pencil or fork, using scissors):</p> <p>Balance and coordination:</p>	
10. Do you have any concerns about the way your child/ young person understands language?	
Please give details:	
11. Which best describes the way your child/young person speaks to you?	
<p>Not yet speaking</p> <p>Single words and/ or short phrases</p> <p>Full sentences</p> <p>Full conversations</p>	

FAMILY STRUCTURE AND SIGNIFICANT LIFE EVENTS

12. Please tell us who lives at home with your Child / Young Person, their age and relationship to the Child / Young Person (e.g. sibling, parent, stepparent, carer). Also tell us about other significant relationships with extended family who live locally to you.	
13. Have there been any relationship breakdowns, including separation and divorce?	

14. Has there been any bereavement in the family?	
15. Has there ever been domestic abuse / violence in the family?	
16. Is the Child/Young Person a Child Looked After?	
17. What is your Child / Young Person's view of their difficulties?	
18. How do the Child / Young Person's difficulties affect the family?	
19. Have you attended a course or workshop to understand your child / young person's needs, if so, how long ago and which course did you attend?	
20. Have you accessed any relevant support e.g. helplines, groups, charities? If yes which ones?	

21. Has the Child / Young Person had a private assessment for autism, ADHD, or similar / related conditions?	
If yes, please provide the details below and attach the report:	
We understand some families may seek a private diagnosis. We ask that reports are shared with our service to outline the best pathway and support for the Child / Young Person.	

EDUCATION SETTING DETAILS, INCLUDING NURSERY, SCHOOL, COLLEGE

22. Does the child / young person attend an educational setting?		
If yes, please complete details below;		
Educational Setting Contact Details:	Name:	
	Address:	
	Phone Number:	
	Email:	
If no, when was the last time they attended an educational setting (please tick one option):		
<ul style="list-style-type: none"> • Less than six months ago • More than six months ago • Never 		
If less than six months ago, please provide the educational setting contact details below;		
Educational Setting Contact Details:	Name	
	Address:	
	Phone Number:	
	Email:	

REASONABLE ADJUSTMENTS

23. Does the child / young person need any reasonable adjustments? E.g. appointments in person rather than virtual, etc.
24. Do the parents / carers need any reasonable adjustments? E.g. call rather than text messages, etc.

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CONCERNS / AREAS OF DIFFERENCE

Parental / Carer Concerns: Please highlight your level of concern and give details.	
25. Communication skills:	
Please provide details:	
26. Social Interaction with peers and managing relationships:	
Please provide details:	
27. Behaviour that concerns or challenges others:	
Please provide details:	
28. Intense or specific interests/play:	
Please provide details:	
29. Repetitive Behaviours:	
Please provide details:	
30. Routines/challenges with changes:	
Please provide details:	
31. Sensory seeking/avoidance:	
Please provide details:	

32. Mental Health:	
Please provide details:	
33. Emotional Responsiveness and well-being:	
Please provide details:	
34. Does your Child / Young Person often find it difficult to give close attention to details; or makes careless mistakes with their homework?	
Please give examples:	
35. Does your Child / Young Person often have difficulties sustaining attention with tasks and play activities?	
Please give examples:	
36. Does your Child / Young Person often not seem to listen when spoken to directly, for example their mind seems elsewhere?	
Please give examples:	
37. Does your Child / Young Person not follow through with instructions and does not to finish his/her schoolwork, chores, or duties? Starts tasks and then loses focus very quickly?	
Please give examples:	
38. Does your Child / Young Person have difficulties organising tasks and activities, for example: difficulty keeping materials and belongings in order, messy and disorganised?	
Please give examples:	

39. Does your Child / Young Person avoid, dislike, or is reluctant to engage in tasks that require sustained mental effort, for example: homework or schoolwork, easily distracted?	
Please give examples:	
40. Does your Child / Young Person often lose things necessary for a task or activity, for example: pens, pencils, books, tools, paperwork, or PE kit?	
Please give examples:	
41. Does your Child / Young Person become easily distracted by irrelevant or unrelated things that have no relation to what they are supposed to be doing, for example: when studying or concentrating on a task?	
Please give examples:	
42. Does your Child / Young Person often forget daily activities, for example: doing chores, their school timetable, timings, when they are supposed to meet you or others?	
Please give examples:	
43. Does your child fidget, squirm or leave their seat in situation when you would expect Child / Young Person remain seated or sit still?	
Please give examples:	
44. Is your Child / Young Person often acting if driven by motor, always seen to be full of energy and have difficulty waiting their turn?	
Please give examples:	

45. Does your Child / Young Person talk excessively, blurt out answers or interrupt conversations?	
Please give examples:	

46. SNAP -IV Parent / Carer 18-Item Rating Scale, James M. Swanson PhD

For each item, check the column which best describes this child/ young person:

	Not at all	Just a little	Quite a bit	Very much
1. Often fails to give close attention to details or makes careless mistakes in schoolwork or tasks				
2. Often has difficulty sustaining attention in tasks or play activities				
3. Often does not seem to listen when spoken to directly				
4. Often does not follow through on instructions and fails to finish schoolwork, chores, or duties				
5. Often has difficulty organizing tasks and activities				
6. Often avoids, dislikes, or reluctantly engages in tasks requiring sustained mental effort				
7. Often loses things necessary for activities (e.g., toys, school assignments, pencils or books)				
8. Often is distracted by extraneous stimuli				
9. Often is forgetful in daily activities				
10. Often fidgets with hands or feet or squirms in seat				
11. Often leaves seat in classroom or in other situations in which remaining seated is expected				
12. Often runs about or climbs excessively in situations in which it is inappropriate				
13. Often has difficulty playing or engaging in leisure activities quietly				
14. Often is "on the go" or often acts as if "driven by a motor"				
15. Often talks excessively				
16. Often blurts out answers before questions have been completed				
17. Often has difficulty awaiting turn				
18. Often interrupts or intrudes on others (e.g., butts into conversations/ games)				

School/Education Setting Questionnaire for an Autism and/or/ADHD assessment in Hertfordshire

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This document is the printable version of the form. An editable pdf and fillable word document are also available. It is preferable that the forms are completed electronically however good quality scanned versions will be accepted.

A guidance document is available on the Grid to support completion of this questionnaire.

EDUCATION SETTING QUESTIONNAIRE

CHILD / YOUNG PERSON'S DETAILS:

Name:		Date of Birth:	
Address:			
NHS No:			

Name of person completing questionnaire:	
Role of person completing questionnaire:	
Education setting:	
Date of Completion:	
Current Year Group of Child / Young Person?	
Are they out of year group? If yes, which year group should they be in?	

Please provide the details of your SENCo/INCo/SEND Lead:	
Name/Role:	
Tel:	
Email:	

1. Describe the Child / Young Person's strengths:
2. Challenges seen in school including how long they have been present:
3. If possible to obtain, what is the Child / Young Person's view on their potential differences?

ACADEMIC PROGRESS

Please complete the relevant section for the child based on their age / year group.

4. EARLY YEARS FOUNDATION STAGE

Communication and Language	
Physical development	
Personal, social and emotional development	

5. PRIMARY

Reading	
Writing	
Maths	

6. SECONDARY

	Current attainment	Key stage equivalent
English		
Maths		
Science		

7. CAT scores (if available):

Verbal reasoning	
Non-verbal reasoning	
Quantitative reasoning	

ACADEMIC ATTAINMENT

8. Is this Child / Young Person's academic attainment in line with their peers:	
If no please quantify the gap using school measures, including current level.	
9. Is this Child / Young Person's academic attainment in line with their ability:	
If no, what do you see to be the barriers and provide evidence for your reasons:	
10. Is this Child / Young Person on a reduced timetable:	
If yes, please give details of the reduced timetable and reasons why:	
11. Is the Child / Young Person spending time outside the classroom on a regular basis:	
If yes, please give details of where and why:	
12. Is school attendance an issue:	
If yes, please specify with reasons why:	
13. Is this Child / Young Person in receipt of an EHCP or has additional support in school:	
If yes, please give detail:	

14. Are there any current or previous Safeguarding concerns in relation to this Child / Young Person and the family:	
If yes, please give detail:	
15. Is this Child / Young Person open to Children's Services e.g. CP plan/ CIN plan:	
If yes, please give detail:	

SUPPORT AND STRATEGIES

16. Please list what support and strategies are currently being implemented at school. Consider what effect these interventions have had. If available, please attach relevant Valuing SEND (VSEND) report with this referral.
17. Please list support and strategies that have been offered and / or taken up by the family, including input from local family support worker, with name and dates if available.

CONCERNS/AREAS OF DIFFERENCE

Please highlight your level of concern and give details.	
18. Communication skills:	
Please provide details:	
19. Social Interaction with peers and managing relationships:	
Please provide details:	

20. Behaviour that concerns or challenges others:	
Please describe:	
21. Intense or specific interests/play:	
Please provide details:	
22. Repetitive Behaviours:	
Please provide details:	
23. Routines/challenges with changes:	
Please provide details:	
24. Sensory seeking/avoidance:	
Please provide details:	
25. Mental Health:	
Please provide details:	
26. Ability to recognise emotions and emotional responsiveness:	
Please provide details:	

27. Attention:	
Do they respond to their name or other prompts?	
Do they seem to be listening when spoken to?	
Do they flit between activities?	
Please comment on their attention to detail and thoroughness of work:	
28. Ability to concentrate and sustain focus:	
Is the Child / Young Person's ability to concentrate and sustain focus a concern on school?	
Please describe:	
29. Organisation skills, time management, ability to plan and start tasks, working memory and adaptable thinking:	
Please describe any strengths/concerns:	
30. Level of activity, in both large and small movements:	
Are they calm and still?	
Do they have difficulty remaining seated?	
Please describe:	
31. Impulse control:	
Do they think before speaking/acting?	
Are they accident prone?	
Please give examples:	

32. SNAP -IV Teacher 18-Item Rating Scale, James M. Swanson PhD

For each item, check the column which best describes this child/ young person:

	Not at all	Just a little	Quite a bit	Very much
1. Often fails to give close attention to details or makes careless mistakes in schoolwork or tasks				
2. Often has difficulty sustaining attention in tasks or play activities				
3. Often does not seem to listen when spoken to directly				
4. Often does not follow through on instructions and fails to finish schoolwork, chores, or duties				
5. Often has difficulty organizing tasks and activities				
6. Often avoids, dislikes, or reluctantly engages in tasks requiring sustained mental effort				
7. Often loses things necessary for activities (e.g., toys, school assignments, pencils or books)				
8. Often is distracted by extraneous stimuli				
9. Often is forgetful in daily activities				
10. Often fidgets with hands or feet or squirms in seat				
11. Often leaves seat in classroom or in other situations in which remaining seated is expected				
12. Often runs about or climbs excessively in situations in which it is inappropriate				
13. Often has difficulty playing or engaging in leisure activities quietly				
14. Often is "on the go" or often acts as if "driven by a motor"				
15. Often talks excessively				
16. Often blurts out answers before questions have been completed				
17. Often has difficulty awaiting turn				
18. Often interrupts or intrudes on others (e.g., butts into conversations/ games)				

FEEDBACK

We are currently updating the referral process for these assessments and would appreciate your feedback on this form. for example, is there any additional information that should be requested? For example, is there any additional information that should be requested? Is there any wording you find confusing? Were you able to tell us everything you needed to about the child / young person? Do you have any other suggested improvements?

Thank you for taking the time to complete this referral.
Please email this completed form with any supporting documents to the referrer.

For further information and support please see;

The Neurodiversity Support Hub is an advice service offering support, signposting and guidance about a whole range of things relating to ADHD and Autism. The phones are answered by a team of parents and carers of neurodivergent children and young people and your child doesn't need a diagnosis for you to use this service.

Website: <https://www.hertfordshire.gov.uk/microsites/local-offer/resources-for-parents-and-professionals/the-neurodiversity-hub.aspx>

You can call them on 01727 833963 (Open Monday to Friday 9am – 1pm, closed bank holidays) or email: supporthub@add-vance.org

Hertfordshire County Council – Local Offer

Whilst you are waiting for an assessment appointment, we suggest you review the information available from the Hertfordshire County Council Local Offer. The Local Offer includes a range of materials, bookable courses and workshops which can provide invaluable guidance on supporting your child or young person, both before and after their assessment. The Local Offer website is www.hertfordshire.gov.uk/localoffer.

There are an increased number of workshops for parents, carers and families awaiting autism assessment. You can find the dates and details for the workshops by accessing the Local Offer website link above.