

Suffolk Treatment System – Referral Form

Drug and alcohol misuse referrals

March 2009



Please read Guidance Notes on Page 2 before completing this form.

All boxes must be completed on this form by staff referring a client to a specialist drug / alcohol agency

All core data fields are indicated by the symbol:

To be completed by Tier 1 services and above.

Please complete this form in black ink

1	Referral Source:	Client Reference/Name:	
	Address:		
	Undertaken by:	Date referral commenced:	
2	Screen taken by: <input type="checkbox"/> Phone <input type="checkbox"/> In person		
3	Name of client + title: (e.g. Mr, Mrs, Ms)	NHS Number (if known):	
	Previous or other names:	D.O.B.	
4	Address:	Gender M <input type="checkbox"/> F <input type="checkbox"/>	Ethnicity (See Page 2):
	Postcode:		First language:
5	Phone number:	Nationality:	
	Mobile number:		
6	How is it best to contact you? <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> Text Message <input type="checkbox"/> Other (please state)	Can a message be left for you?	
	Email:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	GP name and address (if registered)		Not registered <input type="checkbox"/>
8	Disability: <input type="checkbox"/> Physical <input type="checkbox"/> Hearing or visual <input type="checkbox"/> Mental health/illness		
	<input type="checkbox"/> Learning difficulty/disability <input type="checkbox"/> Hidden disability eg. cancer, dyslexia, HIV		
Additional information:			
9	What substance causes you most concern? (i.e. alcohol or drug)		
10	Do you use any other substances? (optional) This could include prescribed medication.		
11	Have you ever received treatment for drug / alcohol use? (see Page 2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, where and when?		
12	Additional notes / Additional information (see Page 2)		

Guidance for completing this form

This is a form to be used when referring individuals to specialist drug and alcohol agencies. If the client is in need of immediate help with serious physical problems, please use regular medical services i.e. GP or Accident and Emergency

NB: Do not fill in the referral form if the client requires information about an agency only (e.g. phone number) or is intending to self refer. Contact numbers can be found on Guide to Services Page 3.

Consent to share information box: This must be filled in, in order for information on **this form** to be shared.

Substances causing concern: This includes alcohol as well as drugs but does not need to be specific if the client does not wish to disclose. Other substances may include prescription drugs.

Disability – eg. equipment, accessibility and any specific Drug/Alcohol treatment = structured interventions ie. tier 3 or tier 4.

Ethnicity (Question 4)

For those entering a field where it says please specify, please enter a code followed by how the client describes themselves (ie. C – traveller or G – White Chinese).

White

- A** British
- B** Irish
- C** Any other white background, please specify:

Mixed

- D** White and Black Caribbean
- E** White and Black African
- F** White and Asian
- G** Any other mixed background, please specify

Asian or Asian British

- H** Indian
- J** Pakistani
- K** Bangladeshi
- L** Any other Asian background, please specify

Black or Black British

- M** Caribbean
- N** African
- P** Any other Black background

Chinese or other ethnic group

- R** Chinese
- S** Any other, please specify
- Z** Not stated

Additional information (Question 12):

Please include factors that may be relevant or cause concern or are identified as risk such as:

- Literacy
- Blood Borne Viruses status inc. vaccinations
- Pregnancy
- Language
- Concerned others
- Caring Responsibilities (child/adult)
- Any other health concerns

Consent to share information

Staff guidance: This section MUST be filled in for all referrals.

If this is a phone referral, please give details over phone but obtain signatures at first meeting with client

I consent to the details contained in **this form** to be passed on to the referral agency named and retained by this agency.

I understand that details without my name / address on will be used to monitor service levels and quality.

Referral will be sent to (*agency name*) _____

Signature of client: _____ Date: ____/____/____

Name of client (*in block capitals*) _____

Signature of individual filling in referral form: _____ Date ____/____/____

Copies of this form are available on the Suffolk Drug & Alcohol Action Team web site: www.suffolkdaat.org.uk

*Please keep a copy of this form before sending to another agency

Guide to Services

The table below is a guide to drug and alcohol services in Suffolk and is to be given to the client on completion of screen. This can also be used to:

Date: / /

- Identify what agency a client might be best referred to
- Give contact details to a client if they require information only or wish to self refer

		EAST	WEST	WAVENEY
1	If you have drug related issues and want clinical help (i.e. prescribing)	SMS East (Community Drug Team) 37 Berners Street Ipswich IP1 3LN Tel: 01473 236069	SMS West (West Suffolk Drug Service) Blomfield House Health Centre Looms Lane, Bury St Edmunds IP33 1HE Tel: 01284 775275	Norcas 12 Regent Road, Lowestoft Suffolk NR32 1PA Tel: 01502 513444 Fax: 01502 562777 www.norcas.org.uk
2	If you have alcohol related issues and want clinical help (i.e. prescribing) <i>*CAPS – referrals from G.P.'s or CMHT's only</i>	HADS (Home Alcohol Detox Service) 37 Berners Street, Ipswich IP1 3LN Tel: 01473 236069 Fax: 01473 289634 Norcas 41 Lower Brook Street, Ipswich IP4 1AQ Tel: 01473 259382 Fax: 01473 289471 www.norcas.org.uk	*CAPS (Clinical Alcohol Problem Service) At WSDS (see above) Tel: 01284 775273 Fax: 01284 775254 Norcas Satellite service in Bury St. Edmunds and Stowmarket. Contact main Ipswich No. for appointment.	Norcas 12 Regent Road, Lowestoft Suffolk NR32 1PA Tel: 01502 513444 Fax: 01502 562777 www.norcas.org.uk Norcas Satellite Services Leiston and Saxmundham. Contact Ipswich.
3	If you have drug or alcohol related issues and want a day programme service	ICENI (Drug issues only) 84 Fore Street, Ipswich IP4 1LB Tel: 01473 214006 Fax: 01473212074 (County wide) SMS Day Programme (The Junction) 18 St Margaret's Plain, Ipswich IP4 2BA Tel: 01473 215468 Fax: 01473 218276 (County wide)	Focus 12 Counselling Services 82 Risbygate Street Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County wide)	Norcas 12 Regent Road, Lowestoft Suffolk NR32 1PA Tel: 01502 513444 Fax: 01502 562777 www.norcas.org.uk
4	If you have drug related issues and want counselling and support and information	SMS East (Community Drug Team) 37 Berners Street, Ipswich IP1 3LN Tel: 01473 236069 Fax: 01473 289634 ICENI 84 Fore Street, Ipswich IP4 1LB (County Wide) Tel: 01473 214006 Fax: 01473 212074	Focus 12 Counselling Services 82 Risbygate Street, Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (Countywide) SMS West (West Suffolk Drug Service) Blomfield House Health Centre Looms Lane, Bury St Edmunds IP33 1HE Tel: 01284 775275	Norcas 12 Regent Road, Lowestoft Suffolk NR32 1PA Tel: 01502 513444 Fax: 01502 562777 www.norcas.org.uk
5	If you have alcohol related issues and want counselling and support and information <i>*CAPS – referrals from G.P.'s or CMHT's only</i>	HADS (Home Alcohol Detox Service) 37 Berners Street Ipswich IP1 3LN Tel: 01473 236069 Fax: 01473 289634 Norcas 41 Lower Brook Street, Ipswich IP4 1AQ Tel: 01473 259382 Fax: 01473 289471 www.norcas.org.uk	*CAPS (Clinical Alcohol Problem Service) Blomfield House Health Centre Looms Lane Bury St Edmunds IP33 1HE Tel: 01284 775273 Fax: 01284 775254 Focus 12 Counselling Services 82 Risbygate Street, Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County Wide) Norcas Satellite Clinic at WSDS. For information call Norcas Ipswich on: 01473 259382	Norcas 12 Regent Road, Lowestoft Suffolk NR32 1PA Tel: 01502 513444 Fax: 01502 562777 www.norcas.org.uk
6	If you are in the criminal justice system START is the Drug Intervention Programme (DIP)	START Ipswich Police Station Civic Drive, Ipswich IP1 2AW Tel: 01473 383244 Fax: 01473 383272	START Tel: 01473 383244 Fax: 01473 383272	START Tel: 01473 383244 Fax: 01473 383272
7	If you are affected by someone's else's use of drugs/alcohol	Focus 12 (Family Support Group) 82 Risbygate Street, Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County Wide)	Focus 12 (Family Support Group) 82 Risbygate Street, Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County Wide)	Focus 12 (Family Support Group) 82 Risbygate Street, Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County Wide)
8	If you require family support services	Focus 12 Counselling Services 82 Risbygate Street Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County Wide)	Focus 12 (Family Support Group) 82 Risbygate Street, Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County Wide)	Focus 12 (Family Support Group) 82 Risbygate Street, Bury St Edmunds IP33 3AQ Tel: 01284 701702 Fax: 01284 704060 (County Wide)
9	If you require Blood Borne Virus – (BBV) Services	SMS East (Community Drug Team) 37 Berners Street, Ipswich IP1 3LN Tel: 01473 236069	SMS West (West Suffolk Drug Service) Blomfield House Health Centre Looms Lane, Bury St Edmunds IP33 1HE Tel: 01284 775275 Fax: 01284 775254	Norcas 12 Regent Road, Lowestoft Suffolk NR32 1PA Tel: 01502 513444 Fax: 01502 562777 www.norcas.org.uk
10	If you are homeless and require drug/alcohol and health services	HOP (Health Outreach Project) 70-74 St Helens Street, Ipswich IP4 2LA Tel: 01473 341763		Focus 12 Counselling Services 82 Risbygate St Bury St Edmunds IP33 3AQ. Tel: 01284 701702 Fax: 01284 704060 (County Wide)
11	If you are having difficulties finding a GP	Patient Services Tel: 01473 329112	Patient Services Tel: 01473 329112	Patient Services Tel: 01473 329112
12	If under 18	Contact Norcas Youth Services Tel: 01502 513444	Contact Norcas Youth Services Tel: 01502 513444	Contact Norcas Youth Services Tel: 01502 513444
13		Make a Change (formerly Street Free) Tel: 01502 513444 Peninsular House, 11-13 Lower Brook Street, Ipswich, IP4 1AQ Tel: 01473 282352		

SERVICE USER INVOLVEMENT

The **Suffolk Partnership for Addiction and Care Engagement (SPACE)** believes that service user involvement is not just about current drug and alcohol treatment; involving service user's and their valuable first hand experience contributes toward the long-term success of drug and alcohol treatment.

All SPACE members have been, or are, successfully engaged with drug and alcohol treatment services in Suffolk.

Additional members are always welcome. For further information please contact SPACE on:

Tel: 0780 9594 403 or Email: info@spaceusergroup.com

SUFFOLK NEEDLE EXCHANGE VENUES

Organisation	Address	Town	Postcode	Telephone
Suffolk East				
Debenham Pharmacy (MSMS)	1 Little Back Lane	Debenham	IP14 6RB	01728 860421
Eye Pharmacy	5 Broad Street	Eye	IP23 7AF	01379 870233
Co-op Pharmacy	183-185 Hamilton Road	Felixstowe	IP11 7DT	01394 282325
Alliance	31 Orwell Road	Felixstowe	IP11 7DD	01394 274307
Lloyds Pharmacy	277 High Street	Felixstowe	IP11 9DU	01394 284139
Coopers	32 Market Hill	Framlingham	IP13 9AY	01728 723477
Boots the Chemist	5 Tavern Street	Ipswich	IP1 3AA	01473 256525
Co-op Pharmacy	12 Meredith Road	Ipswich	IP1 6EB	01473 742121
Alliance	37 Woodbridge Road East	Ipswich	IP4 5QN	01473 728007
Lloyds Pharmacy	204 Hawthorn Drive	Ipswich	IP2 OQG	01473 685879
Alliance	34 St Matthew's Street	Ipswich	IP1 3EP	01473 252557
Starling Chemist	203 Spring Road	Ipswich	IP4 5NQ	01473 727661
Community Drug Team	37 Berners Street	Ipswich	IP1 3LN	01473 236069
Asda Pharmacy	Goddard Road	Ipswich	IP1 5NP	01473 461610
Rushmere Pharmacy	428 Woodbridge Road	Ipswich	IP4 4EL	01473 714811
Co-op Pharmacy	350 Nacton Road	Ipswich	IP3 9NA	01473 728407
Assura Pharmacy	Unit 4, Anderson House, Rapier St.	Ipswich	IP2 8JS	01473 689770
Tesco in Store Pharmacy	Ropes Drive, Kesgrave	Ipswich	IP5 2FU	01473 587549
Tesco in Store Pharmacy	Copdock Interchange, London Rd.	Ipswich	IP8 3TS	01473 587649
Tesco in Store Pharmacy	Ropes Drive, Kesgrave	Ipswich	IP5 2FU	01473 587549
Boots the Chemist	5 Buttermarket Shopping Centre	Ipswich	IP1 1DT	01473 286743
Lloyds Pharmacy	Orchard Street	Ipswich	IP4 2PU	01473 210780
Lloyds Pharmacy	62 High Street	Leiston	IP16 4BZ	01728 830545
Boots the Chemist	21 Ipswich Street	Stowmarket	IP14 1AH	01449 612349
Combs Ford Surgery	Combs Lane	Stowmarket	IP14 2SY	01449 676110
Tesco in Store Pharmacy	Cedars Link Road	Stowmarket	IP14 5BE	01449 627447
Co-op Pharmacy	7 High Street	Saxmundham	IP17 1DD	01728 602051
Lloyds Pharmacy	43 The Thoroughfare	Woodbridge	IP12 1AH	01394 382006
Coopers	Unit 2, 76 White Hart Court, High St.	Wickham Market	IP13 0QU	01728 746267
Boots the Chemist	91 High Street	Hadleigh	IP7 5EA	01473 822134
Suffolk West				
Alliance	1 Bury Road	Brandon	IP27 OBU	01842 811338
Croasdales Pharmacy	1 The Traverse	Bury St Edmunds	IP33 1BE	01284 754700
West Suffolk Drugs Service	Blomfield House, Looms Lane	Bury St Edmunds	IP33 1HE	01284 775275
Superdrug Stores plc	38-39 Cornhill	Bury St Edmunds	IP33 1DX	01284 705245
Lloyds Pharmacy	22 Abbeigate Street	Bury St Edmunds	IP33 1UN	01284 754164
Boots the Chemist	11-13 Cornhill	Bury St Edmunds	IP33 1BX	01284 701516
David Holland Pharmacy	Norton Road, Greenfields Way	Haverhill	CB9 8LU	01440 713365
Boots the Chemist	15 High Street	Haverhill	CB9 8AD	01440 763456
Ixworth Pharmacy	Peddars Close	Ixworth	IP31 2HD	01359 234020
Lloyds Pharmacy	2 Manor Court High Street	Mildenhall	IP28 7EH	01638 712540
Superdrug Stores plc 299	Unit 11, The Rookery	Newmarket	CB8 8HT	01638 665
Lloyds Pharmacy	29 North Street	Sudbury	CO10 1RB	01787 371232
Boots the Chemist	13-14 Market Hill	Sudbury	CO10 2EA	01787 372617
Superdrug Stores plc	8 North Street	Sudbury	CO10 1RB	01787 372555
Waveney PCT				
Boots the Chemist	5 New Market	Beccles	NR34 9HQ	01502 713110
Alliance Pharmacy	28 St Johns Road	Bungay	NR35 1LP	01986 896568
Boots the Chemist	26 Market Place	Halesworth	IP19 8AY	01986 834900
Boots the Chemist	76a London Road North	Lowestoft	NR32 1ET	01502 589345
Kirkley Pharmacy	216 London Road South	Lowestoft	NR33 OBB	01502 572930
NORCAS	12 Regent Road	Lowestoft	NR32 1PA	01502 513444
Superdrug Stores plc	14 The Britten Centre	Lowestoft	NR32 1LR	01502 517649
Co op Pharmacy	55 Westwood Avenue	Lowestoft	NR33 9RW	01502 560373
Hayden Pharmacy	High Street	Lowestoft	NR32 1JE	01502 580002
Alliance Pharmacy	120 St Peters Street	Lowestoft	NR32 1UD	01502 573414
Co op Pharmacy	309 London Road South	Lowestoft	NR33 ODX	01502 573287

SUFFOLK DRUG AND ALCOHOL COMMUNITY INFORMATION LINE

Do you or someone you know need information about local drug and alcohol services?

The Drug and Alcohol Community Information line is a signposting service that provides detailed information on all the services available in Suffolk, for both drug and alcohol users and for their families and friends.

Tel: 01473 299640

NATIONAL HELPLINES

The National Drugs Helpline

Tel: 0800 77 66 00 (24 hours a day) Textphone: 0800 917 8765
Email: frank@talktofrank.com
Web: <http://talktofrank.com>

The National Alcohol Helpline

Tel: 0800 917 8282. 9.00am - 11.00pm, Monday to Friday

NHS smoking helpline

0800 169 0 169. 7am - 11pm daily. www.gosmokefree.co.uk

Smoking quitline

0800 00 22 00. 9am - 9pm daily. <http://www.quit.org.uk/>

SELF HELP GROUPS

These are the central numbers who will give information of local groups

A.A. (Alcoholics Anonymous)

0845 7697555 (24 hours)

N.A. (Narcotics Anonymous)

020 7730 0009
(10am-10pm daily)

Alanon (for family members - Alcohol)

020 7403 0888
(10am-10pm daily)

Alateen (for teenage family members)

020 7403 0888 (10am-10pm daily)

Families Anonymous

0845 1200 660