

## **Making referrals to the Community Learning Disability Team**

Where possible, please use the standard FACE referral form together with the basic personal information form when referring to the Community Learning Disability Team.

In circumstances where the FACE documentation is not being used, please ensure that the following areas of information are detailed in any referral letters to the team:

- Basic personal details for service user
- Contact information for service user
- Name and contact details of referrer
- Evidence of diagnosed learning disability or evidence to support the assertion that the person may have a learning disability
- Reason(s) for referral – including which discipline the referral is for where possible
- Reason(s) why the identified need(s) can't be met via a mainstream service
- Urgency of referral
- Expectations of referral
- What interventions have already been offered/delivered (relevant to the reason for referral)
- Risks to self and others
- Safety issues when visiting
- Medical background including diagnoses, medications, other relevant health issues
- Other relevant information

If you are unsure whether a referral to CLDT is appropriate, please contact the team direct for further advice.

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