Referring to Spiral

Initial Enquiry

- Call or email to check current capacity and fit
- Response within 24-48 hours

Provide Referral Information

- Share the referral details outlined in the checklist so we can ensure we have everything needed to get supports started smoothly

Spiral Fit & Capacity Check

- Referral reviewed, availability and suitability confirmed
- Dedicated Service Coordinator assigned

Optional Meet & Greet

- Participant meets proposed staff
- Feedback is valued and informs allocation

Service Agreement

- Service agreement issued and signed
- Schedules, supports, invoicing and pricing outlined

Supports Commence

- First day update and ongoing check-ins

Essential Referral Information Checklist

Please complete to ensure all details are provided.

- ☐ Participant details
- ☐ Funding information
  - Plan management type and relevant budgets
- ☐ Goals and requested supports
- ☐ Preferred schedule
  - Days, times, and locations
- ☐ Known risks and alerts
  - Any current plans (e.g. epilepsy, emergency medication, mealtime management)
  - Behaviour considerations (if relevant)
- ☐ Key decision maker's details (if applicable)
- ☐ Helpful attachments
  - Behaviour Support Plan
  - Allied health notes or reports
  - Any other relevant documents

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Spiral
Growth and Belonging