

Laurel House Case Notes

Clients Name:

Date:

Time:

Presenting Issues:

Summary of what happened & any strategies used:

Any further action required by whom & when?

Workers name: _____

Workers signature: _____



NEW PRESENTATION CHECKLIST

During the initial appointment (New Presentation) with your client, ensure that you provide the following information:

- ☐ Information about Laurel House (inc. 24 hour Crisis Service)
- ☐ Confidentiality
- ☐ Philosophy of the Service
- ☐ We do not work with perpetrators/offenders of violence (includes males and females)
- ☐ Explanation of Narrative Therapy
- ☐ Purpose of Agency Statistics
- ☐ Referral if necessary
- ☐ Provide client with agency introduction package
- ☐ Laurel House is open to informal/formal feedback
- ☐ Complaints Policy
- ☐ Opportunity to ask questions about Laurel House

To certify that the above intake procedure has been completed please sign below:

Client

Worker



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Client's Group Interaction Client Ref: _____ Date entered: _____
Initials: _____

Group debrief ☐ Still waiting ☐

Date 1/3/13 Start time Duration mins

Contact mode Client - In person Worker

Counselling Crisis ☐

On-going 90

Support Information ☐

Advocacy ☐

VIS-CICS ☐

Accomm issues ☐

Correspondence ☐

Outreach ☐

Support with: Medical ☐

Forensic ☐

Mental health ☐

Police ☐

Legal ☐

Court ☐

School ☐

Case management processes

Initial assessment ☐

Assessment ☒

Case Plan ☐

Case Review ☐

External referrals made

Follow-up

Exits

Exit Plan ☐

Mode

Police, 'CPAARS', & Forensics (at that time)

Reported to police ☐ Yes ☐ No ☐ Not sure ☐ Not applicable

☐ Informal talk

☐ Formal statement

☐ Charges laid

Reported to 'CPAARS' ☐ Yes ☐ No ☐ Not sure ☐ Not applicable

Forensic tests ☐ Yes ☐ No ☐ Not sure ☐ Not applicable

Group Interaction notes



Group debrief ☐ Still waiting ☐

Date Start time Duration mins

Contact mode Worker

Counselling Crisis ☐
 On-going ☐

Support Information ☐
 Advocacy ☐
 VIS-CICS ☐
 Accommm issues ☐
 Correspondence ☐
 Outreach ☐

Support with: Medical ☐
 Forensic ☐
 Mental health ☐
 Police ☐
 Legal ☐
 Court ☐
 School ☐

Case management processes

Initial assessment ☐
 Assessment ☐
 Case Plan ☐
 Case Review ☐

External referrals made

Follow-up

Exits

Exit Plan ☐

Mode

Police, 'CPAARS', & Forensics (at that time)

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Group Interaction notes

