Laurel House Case Notes

Clients Name:	
Date: Time:	
Presenting Issues:	
Summary of what happened & any strategies used:	
, and a second assets.	
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 the below:	at the	above intake procedure has been completed please sign
Client		Worker

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CHEIR		Worker

Client's Group I	nteraction Client Ref:	Date entered:
Group debrief	Still waiting	
Date 1/3/	Start time	Duration mins
Counselling Crisis	Contact mode Client - In person	Worker
On-going \overline{q}	Case management processes	
Support Information	Initial assessment Exte	rnal referrals made
Advocacy	Assessment	
vis-cics	Case Plan	
Accomm issues	Case Review Follo	ow-up
Correspondence	Exits	
Outreach	Exit Plan Mode	
Support with: Medical		
Forensic	Police, 'CPAARS', & Forensics (at	t that time
Mental health	Reported to police O Yes O I	
Police		mal talk
Legal	Form	nal statement
Court	Char	rges laid
School	Reported to 'CPAARS' O Yes O	No O Not sure O Not applicable
	Forensic tests () Yes () I	No O Not sure O Not applicable
Group Interaction notes	/	

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