



Ballymun Strengthening Families Programme Referral Form 2013 (For teens 12-16 years old)

Please fill out the form below with details of the family to help the SFP Committee understand the needs of the family.
All information contained herein is confidential and will not be shared with parties outside of the SFP Team.

Closing Date: February 8th, 2013 (for SFP February 19th – May 28th 2013)

For office Use

Start Date: _____

End Date: _____

Graduation: _____

Booster Session: _____

Section A General Family Information

Family Name _____
Address _____

Home phone: _____
Mobile: _____

Section B Family Profile

Parent/Caregiver:

Name of Parent / Care Giver	Attending SFP (J)	Relationship to Teen

Teens and Children: (please list all children & teens in the family and indicate which teen(s) from this family will attend SFP, and which children will require childcare):

Name	M/F	Date of Birth	Age	SFP (teens)	Childcare (up to 12 yrs)

Section C Referrer and Support Details

Primary Referrer (Support Worker Throughout SFP):

Agency Name: _____ Support Worker: _____

Phone: _____ Email: _____

Agencies / Schools / Supports involved with the family:

	Agency / Service	Reason for Attending	Frequency	Support Worker & Contact	Notified of Application
1.					
2.					
3.					
	School / Education Centre	Teen	Year	Contact (Year Head, HSCL, etc)	Notified of Application
1.					
2.					

Agreed Secondary Agency: _____ Support Worker: _____

Phone: _____ Email: _____

(A Secondary Agency is a further support available to the family and to SFP should the need arise.)

Section D Family Needs

What does the family hope to achieve through participation with SFP?

Are there any obstacles or barriers which could prevent the family from fully participating on this 15 week evening programme? (e.g. other commitments, courses, travel, etc) Yes / No If yes, please give details:

Would the family need transport to and from the venue? Yes / No

Other parenting/family/skills courses attended by the parent & year attended (whether completed in full or not):

Section E Other Information:

Please detail medical or particular information regarding parents/teens/children applying to SFP: (physical/ learning disabilities, mental health concerns, etc.):

Please list any medication, medically prescribed, to a family member wishing to attend SFP:

Please see further information attached below. Any queries should be directed to Clíodhna Mahony.

Section F Agreement and Consent

Referral Agent: (Roles and Responsibilities attached and in SFP Handbook for Ballymun)

I understand and agree to support this family throughout SFP, and fulfill the responsibilities of the Referral Agent in so far as possible, as detailed in the SFP Handbook.

Signed: _____ **Date:** _____

Parental & Family Consent: (Parent/Legal Guardian to sign)

I/We understand the details of the Strengthening Families Programme and I/we consent for my/our family to take part in this programme over 15 weeks. I/We also understand that ongoing contact will be made with my/our Referral Agents, as those listed above, to support our SFP process over 15 weeks.

Signed: _____ **Date:** _____

Please return completed forms to: Strengthening Families Programme
Clíodhna Mahony
Ballymun Local Drugs Task Force
Axis Centre
Ballymun, Dublin 9

Phone: 01 8832142
Email: clíodhna@ballymundtf.ie



Ballymun SFP is delivered and supported by a range of local agencies. It is funded and managed by Ballymun Local Drugs Task Force.

Web: www.ballymunlocaldrugstaskforce.ie or Facebook: Ballymun Strengthening Families Programme.



Role of the Referral Agent

The primary function of the referral agent is to support the family they have referred throughout the process of Strengthening Families. This includes weekly support, and engaging with the SFP evaluation process towards completion of the programme. *Referral Agents/Agencies do not necessarily have to be trained in SFP in order to refer, although it is important for Referral Agents to attend a pre-selection meeting with the SFP Site Coordinator/Programme Manager and read and agree to the following roles and expectations.*

Referring a family

- **Please be advised that it is not the role of SFP to replace existing support services to families, but rather to complement services and supports, over a brief period of time.**
- Ensure familiarisation around the context and content of the Strengthening Families Programme and its policies and procedures.
- Ensure insofar as possible that the programme and needs/context of family is compatible before referring.
- Attend pre-selection meeting with the family & SFP Site Coordinator / Programme Manager.

Support for Family:

- Support both parent(s) and teen(s) weekly throughout Strengthening Families.
- Using the Manual provided, revise and review skills and support with **home practice**.
- Notify Site Coordinator where a family chooses not to engage in this support.
- Notify Site Coordinator in the event of a family disengaging from your service and of a **nominated Secondary Agent*** who may be able to provide support to the family and has been informed of the referral/engagement with SFP. ***In the case of statutory agency involvement with the family, SFP requires that these services continue to support and maintain contact with the family throughout the SFP process.***
- Ensure an agency representative or secondary referral source is available to liaise with Site Coordinator in the event of “named agent” being absent for any reason.
- Provide follow up support for family after completion of the programme.

Contact with Site Coordinator:

- Maintain weekly contact with Site Coordinator to update on family progress; attendance; home practice and other issues pertinent to the family and SFP.
- Notify Site Coordinator of any changes in relationship with the family (e.g. disengagement from your service) or other issues that may affect family's attendance or engagement on the programme.

Meetings:

- Attend Induction Training prior to programme beginning, where necessary.
- Accompany family to the first night of SFP.
- Attend SFP graduation evening in support of the referred family. Dates are available in advance of the programme to enable planning.
- Meet family (teen and parent where possible) for SFP reviews.

Evaluation:

- Attend, where necessary, a training workshop on evaluation with Evaluation Manager.
- Attend evaluation meeting, usually scheduled towards the final week of the SFP and administer evaluation questionnaire to referred parent(s) and/or teen(s) who have engaged and completed the programme.
- Facilitate Evaluation Manager to meet with families on a separate occasion if necessary.
- Communicate, where necessary, progress of evaluation activities to Evaluation Manager.

Booster Session:

- A booster programme is provided at 6 months, post-programme for all families who completed SFP (which may coincide with 6 month follow up evaluation).
- If contact still remains with the family, referral agent should pass this notification to the family that has been involved. The Site Coordinator may also make direct contact with the family.
- *A **Secondary Agent** is one who may already be working with either/both parent and teen and who is in a position to provide back up support to the family, particularly where the Primary Referrer may be unavailable or where a family has disengaged from one service.

SFP Family Referral & Attendance Policy

Family Referrals

- Referrals to SFP are voluntary and families should agree and consent to a referral being made on their behalf.
- All families with teens between 12 and 16 years old are welcome to apply. “Families” come in all different shapes and sizes. An adult who plays a parenting role with a teen is considered a “parent”.
- SFP is aimed at teens in **secondary school (12-16 years old)** or who have completed their primary school education at the time of referral.
- Participation on the programme is voluntary. A family may disengage from the programme at any time without consequence.
- Referral agencies/agents should link in with families (parent and teen) as a support throughout SFP and to meet family needs outside of the programme, unless a family “opts out” of this support.
- Schools/education centres involved with the teen(s) should be notified of the referral to SFP.
- Families can choose to self-refer if, for example, no agency is currently linked in with them.
- A family who has participated or been referred to SFP before is welcome to apply again. Every term is treated as a new term and a new application form must be completed.
- Referrals must be received by the closing date each term.
- It may not be possible to accept all families.
- A **waiting list** of suitable families may be drawn up. They may be invited to join within the first 3 weeks of the programme, should there be a drop off, or the referral will be reviewed again in the following programme.
- Transportation and/or childcare (for under 12's) is available on request for families where either/both may affect attendance.

Family Selection Process

A **Selection Process** is implemented for each term of SFP, involving a Referral Committee who review all applications for suitability of the programme to meet the needs of the family. SFP tries to accommodate as many referred families as possible. There are times, however, when other services or interventions may be needed prior to involvement on SFP or where involvement on SFP would counteract/make it difficult to continue attending another important service. Where the needs of the family is greater or more specialized than that provided by SFP, families may be asked to apply in a later term if suitable, or other more appropriate programmes/services may be recommended.

- **Each family is considered on the basis of the following to determine the suitability of SFP to the family:**
 1. A fully completed application form delivered to Programme Manager by the closing date and
 2. A meeting between Site Coordinator/Programme Manager, Referral Agent and family applying.
 3. Meeting(s) of the Family Referral Committee to consider applications.
 4. Numbers and make-up of families who have applied.
 5. Nature and extent of emerging or existing issues within the family.

Family Attendance

- SFP participation is voluntary for all families.
- SFP takes place one evening per week from 6-8:30pm for families (usually on Tuesday evenings in Geraldstown House).
- Families commit to attend the full 15 weeks (including Introductory Evening) of the course. SFP is officially a 14 week programme, with an introductory night (one week before programme start) to help families get to know each other and the personnel of SFP.
- **To benefit completely from the programme, it is recommended that all 14 weeks are attended. A minimum of 8 weeks of the 14 week programme must be attended to graduate and take part in the evaluation.**
- As detailed in Referral Agents section, families should be able to avail of ongoing SFP support through their Referral Agent. However, families may also “opt-out” of this support, and they have the right to do so. However, where child protection issues may arise or exist, or serious concerns arise for the SFP Team, further support and/or intervention may be necessary.
- Teens/children must attend in the presence of their care giver/parent.

Referral Mechanism for Agencies

Step 1: Agency identifies family who may benefit from the programme.

Step 2: Referral agent meets with the family to discuss the Programme and the potential involvement of the family. This is to ensure families are familiar with the programme and agree to be referred in.

Step 3: Referral form is then completed by agency, signed by both Referral Agent and parent/care giver and then given to SFP Programme Manager (Ballymun Local Drugs Task Force). *This must name:*
*The **Primary Referral Agent** who will work directly with the family and a nominated **Secondary Agent** who can work with the family if Primary Referral Agent is unavailable (where applicable) and **schools/education centres**. Any other agencies involved with the family (or parent or teen individually) with the families consent.*

Step 4: Following receipt of referral form a meeting is scheduled between the Site Coordinator/Programme Manager, the Family and Referral Agent to review the application, needs of the family and SFP process.

Step 5: A Referral Sub-Committee, made up of SFP Management Committee, Programme Manager, and Site Coordinator review applications. If the programme is deemed suitable for the family's needs, a place may be offered. The Site Coordinator/Programme Manager contacts the agency to inform of decision.

Step 6: Once accepted, an induction meeting may be held for Referral Agents and an Introductory Evening is set up one week before programme start for families and referral agents to attend with the SFP Team.

Please read the section on Roles and Responsibilities for further details.