

ELM PLACE INTAKE FORM

Duty Worker

Date:/...../..... if no contact:

Date:/...../..... Follow up:

Allocated Worker:

Service: Post Care ☐ Find and Connect ☐ Royal Commission ☐ Date of Allocation/...../.....

Explain the role of intake worker and allocation process to client, check whether this is an okay time to call and that you will need about 10 min. of the clients time.

Confidentiality Agreement

Our services at Relationships Australia are confidential. However, we want to let you know that this confidentiality is limited when there are any concerns of risk of harm to yourself or other people. If we are concerned about you or another person, we have a duty of care to respond to ensure yours and their safety. If you are okay with this, we will take some information now so that one of our workers can re-contact you.

Consent obtained: Yes ☐ No ☐

Are you contacting us for:

☐ Information only (no need to complete the form) ☐ Wanting a service (please fill in form below)

Name:

Address:

Email:

Phone Number: Mobile:

If we need to contact you is it okay to text or leave a voice message? Yes ☐ No ☐

Date of Birth:/...../.....

If we cannot contact you by phone or mail who can we call to get in touch with you?

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Do you have any special needs?

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Which is the most convenient site for you to visit/attend your appointment

☐ Marion: Suite 500a Westfield Shopping Centre, 297 Diagonal Road, Oaklands

☐ Salisbury: Cnr James and Gawler St, Salisbury

☐ City: 191 Flinders Street, Adelaide

FOR POST CARE SERVICE ONLY

Is it ok for us to contact the Department for Child Protection to verify you were in care? Yes ☐ No ☐

Were you known by any other name/s whilst in care?.....

Where were you in care?.....

.....

How long were you in care?.....

Is there anything about your culture or religion that is important for us to understand in order to help you?

Yes ☐ If yes, provide details below No ☐

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Do you identify as Aboriginal and/or Torres Strait Islander? Yes ☐ No ☐

If YES, do you identify with a specific Aboriginal and/or Torres Strait Islander Nation? Yes ☐ No ☐

Who are your family?

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Are there any family members or others who may also access this service that you would like us to be aware of, in case of any conflict of interest?

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What led you to contact us today?

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What kind of service/support is requested at this time?

☐ Counselling ☐ Brokerage ☐ Case Management ☐ Searching ☐ Records ☐ Financial Wellbeing

☐ Other

About how you are coping:

People who use our service are often feeling some stress. Lately,

1. Do you have any IMMEDIATE worries about how you are coping, and or is there a current safety risk, for yourself and or your child/children? Yes ☐ No ☐
2. If yes, would you like help with this? Yes ☐ No ☐
3. Do you have any supports in place already? Yes ☐ No ☐

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Do you wish to receive information from Elm Place? Yes ☐ No ☐

How would you like to receive this information? Post ☐ Email ☐

How did you hear about Elm Place?

While you are waiting for allocation, the following online resources will be beneficial for you to utilise:

- **The GOM Central** online space is made by young people who've lived in out-of-home care, for young people leaving care. (gomcentral.elmplace.org.au)
- **The GOM CITY** mobile app game helps build skills for living on your own.

For Duty worker:

High Priority for allocation Yes ☐ No ☐

If yes, please comment

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