



CKMP

ADHD AND AUTISM REFERRAL PROCESS

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SOP ADHD AND AUTISM REFERRAL PROCESS

Purpose

To establish a standardised process across all teams for managing ADHD and Autism referral requests received from patients, parents, or carers.

ADHD

A patient contacts requesting information or referral for ADHD.

- Health Nav send “Adults – questionnaire issued – text” to request they complete the information and return it. And advise we will subsequently contact them within 28 days.
- When returned, this will go into the ADHD work box and will be picked up from here by GP Assistant (GPA).
- ‘Right to Choose’ text (age specific) to be issued by GPA and added to the reporting spreadsheet and the daily dashboard as incoming.
- When we receive the completed referral:
 1. It should be issued to chosen provider along with a text to the patient to confirm that this has been done and they will need to contact the provider if requires any updated. Direct the patient to the provider for information on time scales for next steps.
 2. Note any age restrictions from the provider and ensure this matches the patient

When we don't receive the completed referral:

- Chase after 28 days – if no reply then close and text the patient to confirm this
- Update reporting spreadsheet and the daily dashboard

Children

- Request received for a child referral
- Task to GPA advising a request has been received.
- Right to choose text to be issued to the patient's parents/carers – the questionnaire/Provider will be different depending on ages of child – logged as incoming on reporting spreadsheet and the daily dashboard
- text issued by HN to advise that they will hear from us within 28 days if the GPA is on annual leave or sick.
- Right to choose received – questionnaire issued specific to provider and age restrictions
- Complete referral – a text to the patient to confirm that this has been done and they will need to contact the provider if requires any updated. Time scales provided.
- Update reporting spreadsheet and the daily dashboard

AUTISM

- Upon receipt of enquiry either task or E Consultation to go to GPA.
- Health Navigation to issue text advising the patient they will hear from us with 28 days
- Right to Choose issued
- ‘Right to Choose’ text to be issued by GPA and added to the reporting spreadsheet and the daily dashboard as incoming.
- When we receive the completed referral:

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3. It should be issued to chosen provider along with a text to the patient to confirm that this has been done and they will need to contact the provider if requires any updated. Direct the patient to the provider for information on time scales for next steps.

If we don't receive the completed referral:

4. Chase after 28 days – if no reply then close and text the patient to confirm this.
5. Update reporting spreadsheet and the daily dashboard.

Exclusions

- If there is a dual agenda or if there is a safeguarding flag on the notes

Responsible persons

Health Navigation, GPA.

Accountability & Monitoring

GPA and Health Navigation to ensure that any questionnaires are picked up and administered in a timely manner. These can wait if annual leave dictates.

Note of text templates used

- Adult ADHD self report scale
- ADHD Provider texts (same templates for Autism) Part 1 & 2
- ADHD/AUTISM Referral Cancelled. (Pts chasing outcomes but they have not replied within 28 days so the referral has been cancelled.)
- ADHD/Autism referral chase(patients that have not proceeded past the estimated wait times refers patient to portal or the provider)
- Autism Questionnaire response/ADHD Questionnaire Response(to be used by Health navigation if the GPA is on leave or off sick)

Version Control

Date	Version	Author	Change Details
13.8.2025	V1	Kerry Hall	