

How to make a referral to Somerset Drug and Alcohol Service (SDAS)

SDAS has a single referral form for anyone wanting to refer a client for help with a drug or alcohol problem, whatever their age.

The referral form has been produced in 3 versions:

- Word 97-2003 version
- Word 2007 version
- Adobe Writer version

We would suggest you download the version that best suits your IT system and save it as a blank template so you have it to hand when you want to make a referral.

To download the best version for you go to <http://www.somersetdap.org.uk/page/sdas-news/78/>

When you need to make a referral you can either:

- Complete the form electronically, save to your computer with a new file name and email to the SDAS central point of contact - somerset.das@cgl.org.uk
- Complete the form electronically, print it out and fax it to the SDAS central point of contact on 01823 288238
- Print a blank form out, complete by hand, writing as clearly and legibly as possible, and then fax to the SDAS central point of contact on 01823 288238

Things to be aware of:

- If you are completing the form electronically the space in the form is set to what you can see on screen.
- If you have additional information such as: a completed AUDIT, a young people's drug/alcohol screening or assessment tool or a risk assessment, please also send these with the referral securely.

Of course you can make a referral, by phoning SDAS on **0300 303 87 88**
24 hours a day, 7 days a week ... they are there to help you!