



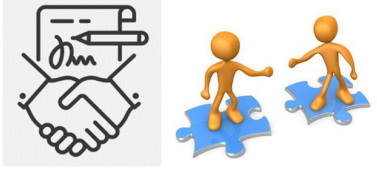
	<p><b>CONTACT</b></p> <p>The Participant's Representative contacts us to request behaviour support and/or therapy for their participant.</p> <p>✉   <a href="mailto:enquiries@behavioursupportandtraining.com.au">enquiries@behavioursupportandtraining.com.au</a></p> <p>☎   0422 207 600</p>
	<p><b>REVIEW CAPACITY &amp; SEND FORM</b></p> <p>We will review our workload capacity and if our clinicians have availability, we will send the Participant's Representative our New Referral form to complete.</p>
	<p><b>COMPLETE &amp; RETURN FORM</b></p> <p>The Participant's Representative shall arrange for completion and return of the New Referral form. The information provided structures the Proposal/Service Agreement. Any unanswered or incomplete responses can cause delays and may result in an offer of services being withdrawn.</p>
	<p><b>PREPARE &amp; SEND PROPOSAL AGREEMENT</b></p> <p>Using the information provided on the New Referral form, a formal Proposal/Service Agreement will be drawn up and forwarded to the Participant's Representative.</p>
	<p><b>REVIEW, SIGN &amp; RETURN AGREEMENT</b></p> <p>The Participant's Representative shall forward the Proposal Service Agreement to the participant's decision maker for review and signature before returning to us. Any amendments must be made within 14 calendar days.</p>
	<p><b>AGREEMENT IN PLACE, OUR CLINICIAN WILL BE IN TOUCH!</b></p> <p>Once the signed Proposal/Service Agreement and Consent form is returned to us, the Service Agreement is now official. Our clinician will be informed to make contact with the Participant and stakeholders to commence the requested behaviour supports and/or therapy as per the Service Agreement arrangement.</p>