

[insert organisation name/logo]

Participant Checklist - Service Entry

	Date	Details
Referral / Entry Form received		
Decision about entry made		
Letter of offer / refusal mailed		
Initial Discussion scheduled		
Personal File established		
Orientation to Service		
Initial Discussion held		
[Risk Assessment]		
Consent in Writing		
• Consent for Support		
• Consent for Obtaining Information		
• Consent for Disclosing Information		
Carer Information obtained		
Participant Manual provided		
Assessment information gathered		
• Understanding of Values documented		
• Identification of Strengths completed		
• [other assessment]		
• [other assessment]		
• [other assessment]		
Recovery Plan developed		