

## Guidance for completing a MARS referral

(Last updated June 2021)

**Please note:** *This guidance is for professionals completing MARS referral forms, as referrals to MARS are not accepted directly from parents/carers.*

*If as a parent/carer you feel that input from the child development team at the Hackney Ark may be beneficial for your child could you please approach one of the professionals currently working with your child or your GP and request that they consider completing a MARS referral form on your behalf.*

The MARS meetings bring together a team of professionals from Health, Social Care and Education who work directly with children for whom there are developmental concerns to;

- Discuss new referrals to the Hackney Ark in a confidential forum and consider what support to offer
- Share information about cases already known to someone in the team

A referral to MARS should be made when;

- You want to refer to more than one service based at the Hackney Ark or
- You are not sure what service you should refer to but feel that some type of developmental assessment/support is required for the child

If you want to refer to a single service it is better to complete the referral form for the team you wish to refer to rather than to complete the MARS referral form.

If child has previously been referred to MARS within the last 12 months, you may not need to fill in a new referral form, simply contact the Key Work team ([huh-tr.keyworing@nhs.net](mailto:huh-tr.keyworing@nhs.net)) to see if a simple notification in the form of an email from you will suffice as a referral.

Most services at the Ark can only offer support to families who are registered with a City & Hackney GP, though this is not the case with all services. Occupational Therapy, Physiotherapy & Speech & Language Therapy will consider offering support to families living in Hackney but who may be registered with an out of borough GP (though it may not be the same level of support that can be offered to families that are both resident in and registered with a City & Hackney GP).

### Demographic information

For internal health referrers who are able to complete the MARS referral form on Rio could you please check that if there are gaps or incorrect information within the demographic information that has been automatically populated into the form that you amend as necessary. For those who cannot access the Rio health system please provide us with as much of the demographic information that you have.

As we have representatives from Hackney Education attending the MARS meeting it is particularly helpful if details of school or nursery placement can be provided.

### What are the Child's needs that prompted this referral?

Statements of what the child did during your observations and your opinions of their presentation are particularly helpful to us in determining what services would most benefit the child.

If you already have a report (An initial assessment report from Speech & Language Therapist or 27 month assessment from Health visitor for example) simply reference this report in the box under reason for referral and direct us to where the document is located (i.e. Rio document reference

details if internal health service referral or if external please attach the report). There is no need to rewrite what is already available to us in an already existing report.

If you have any additional reports from other services (ie Educational Psychologist) please also send these through to us with the referral or suggest where we can locate these reports on Rio.

### **Child observations**

It is helpful for us to know if you have actually seen the child (whether face to face or via video call observation)

### **Please tell us what outcome you are seeking?**

A couple of lines explaining to us what you hope to obtain from the referral to MARS would be helpful, some options might include;

- a paediatric developmental assessment
- Occupational Therapy home safety assessment
- Speech and language therapy assessment
- support with social issues from a Key Worker
- Physiotherapy assessment
- Social communication assessment
- Behavioural support for the child
- Assistance to family in managing behaviours or coming to terms with difficult news.

### **What service (tick boxes)**

If there is a specific service you are seeking support from, please tick appropriate box/boxes. The MARS referral team may decide to refer on to services other than the ones you have suggested or to not refer to the service you are requesting. They will however get back to you with their decisions and would be happy to review the decision if you strongly feel a referral to a particular service should be considered.

### **Other services working with family**

If you know of other services working with the child/family please provide us with as much detail about those services (name of worker, email address, phone number and postal address)

### **Information sharing consent**

MARS meetings are attended by Health, London Borough of Hackney, the City of London and on occasions voluntary sector workers. Parents need to be aware that information on the referral form could be shared with other services external to the Hackney Ark.

We need you to confirm as the referrer that the family are aware that their information could be shared with services external to the Ark (most commonly CAMHS & Local authority services)

If families do not want information shared then it would be more appropriate for referral to be made to a specific service rather than to the MARS referral meeting.