

## Referral to early childhood partners

Please use this form when seeking support through the National Disability Insurance Scheme (NDIS) for a child who lives in the below regions to record information about a child younger than 6, when there are concerns with their development, or a child younger than 9 with a disability.

Adelaide	Gawler	Murray Bridge	Prospect
Adelaide Hills	Goyder	Naracoorte and Lucindale	Renmark Paringa
Adelaide Plains (Mallala)	Grant	Northern Areas	Robe
Alexandrina	Holdfast Bay	Norwood	Salisbury
Barossa	Karoonda East Murray	Payneham St Peters	Tatiara
Barunga West	Kingston	Onkaparinga	Tea Tree Gully
Berri Barmera	Light	Orroroo Carrieton	Unley
Burnside	Loxton Waikerie	Peterborough	Victor Harbor
Campbelltown	Marion	Playford	Wakefield
Charles Sturt	Mid Murray	Port Adelaide	Walkerville
Clare & Gilbert Valleys	Mitcham	Enfield	Wattle Range
Coorong	Mount Barker	Port Augusta	West Torrens
Copper Coast	Mt Gambier	Port Pirie City and Districts	Whyalla
Flinders Ranges	Mt Remarkable		Yankalilla
			Yorke Peninsula

### What is the early childhood approach?

The National Disability Insurance Scheme (NDIS) early childhood approach is a family-centred, holistic, and best practice approach to early intervention for children younger than 9 with disability or children younger than 6 with developmental delay or concerns. This approach is designed to provide children and their families with the support they need to achieve their goals and reach their full potential. If you believe a child younger than 9 may benefit from this support, you can make a referral.

## The early childhood partner's role

Early childhood partners are a contact point for families and carers of children younger than 9, seeking support through the NDIS. They help to determine the most appropriate supports for the child and family, tailored to their individual needs and circumstances.

The types of supports provided by an early childhood partner may include connections:

- with mainstream and community services
- to practical information relevant to a child's development
- with other families
- with early supports
- to apply to the NDIS

## How to complete and submit this form

**This form may be completed by:**

- a family or carer, with the assistance of a professional
- a professional working with the family or carer such as a GP, paediatrician

**There are three steps to complete and lodge this form:**

1. Complete the referral to early childhood partner form and record parent, carer, guardian or child representative consent.
2. If consent is provided by the parent, carer, guardian, please attach copies of any relevant assessments, reports or letters from health professionals that describe the child's needs in support of this information form where appropriate.
3. Return the completed information form and any attachments to:
  - **Email:** [ecei.southaustralia@ndis.gov.au](mailto:ecei.southaustralia@ndis.gov.au)
  - **Mail:** PO Box 285, FULLARTON SA 5063
  - **In person:** Level 1, 123 Greenhill Road, UNLEY SA 5061 or  
24 Gillingham Road, ELIZABETH SA 5112

## Do you need more information?

- **Online:** Further information can be found at the NDIS website ([ndis.gov.au](https://www.ndis.gov.au))
- **Phone:** 1800 931 190

## Referral to early childhood partners

### Child's details

<b>Child's details required</b>	Please complete all sections below	
Child's full name:		
Date of Birth DD/MM/YYYY:		
Aboriginal or Torres Strait Islander?		
Country of birth:		
Is the child an Australian Citizen?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Who does the child live with?		

### Family or carer details

<b>Family or carer 1 details</b>	Please complete all sections below	
Family or carer 1 full name:		
Relationship to child?	Parent	<input type="checkbox"/>
	Carer	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
Home address:		
Contact number:		
Email:		
Preferred contact method:		
Preferred language:		

## Family details

<b>Family or carer 2 details</b>	Please complete all sections below	
Family or carer 2 full name:		
Relationship to child?	Parent	<input type="checkbox"/>
	Carer	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
Home address:		
Contact number:		
Email:		
Preferred contact method:		
Preferred language:		

## Additional details

Documentation details	Please complete all sections below	
Custody or court orders Is there an existing parenting, custody or guardianship arrangement for the child? If 'yes' please attach them to this form when submitting it.		
Has your child had any assessments or diagnoses? If yes, please provide details or attach reports.		
Is your child undergoing assessment for developmental delay or disability?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Additional information (for example: recent hospitalisation, starting school soon etc.)		

## Other services in place or previously accessed

Service 1 details	Please complete all sections below	
<b>Name:</b>		
<b>Profession:</b>		
<b>Contact details</b> (including organisation name):		
<b>Consent:</b> Does the parent, carer or guardian give permission for us, the early childhood	Yes	<input type="checkbox"/>

<b>Service 1 details</b>	Please complete all sections below	
partner, to contact the above listed professional or service provider and share the child's information to better understand their circumstances?	No	<input type="checkbox"/>

<b>Service 2 details</b>	Please complete all sections below	
<b>Name:</b>		
<b>Profession:</b>		
<b>Contact details</b> (including organisation name):		
<b>Consent:</b> Does the parent or carer or guardian or give permission for us, Kudos to contact the above listed professional or service provider and share the child's information to better understand their circumstances?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

## Current concerns in areas of major life activity

<b>Areas of major life activity</b>	Provide details below <b>or</b> attach any relevant reports.
<p><b>Self-Care:</b></p> <p>For example, how they bathe, dress themselves, eat, drink, use the toilet and sleep.</p>	
<p><b>Receptive and Expressive Language:</b></p> <p>For example, how they understand words, including through gestures and signs. It's also about how they communicate with you. This could be through facial expressions, gestures or verbal words.</p>	
<p><b>Cognitive Development:</b></p> <p>For example, how they understand and remember information, learn new things, practice and use new skills, play with others, develop social and safety skills and problem solve.</p>	
<p><b>Motor Development:</b></p> <p>For example, how they move around their home and community such as walking, running and crawling. It could also include information about</p>	

<b>Areas of major life activity</b>	Provide details below <b>or</b> attach any relevant reports.
how they pick up and use their hands to play with different objects.	

### Referrer details

**Note:** Please only complete this section if the referrer is an organisation.

If you are a parent, carer or guardian of the child, please go to [parent or carer](#) consent section on the next page.

<b>Referrer details</b>	Please complete all sections below
Date DD/MM/YYYY:	
Organisation making referral:	
Contact person:	
Phone number:	
Email address:	
Office address:	

**Note:** The early childhood partner may need to contact the professional listed above to better understand the child's circumstances and to ensure that the child is connected to the supports that best meets their needs.

<b>Consent to contact the professional referrer is provided</b>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>



## Parent or carer consent

By signing this form	
<ul style="list-style-type: none"> <li>I have read and understood the General Information and the Important Privacy Information provided with this information form.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I understand how my child's personal information will be collected, used and disclosed for the purposes of the NDIS, which is set out below in Privacy Policy.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I have carefully read all of the information provided in the referral form and confirm that it is accurate, complete and up to date.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I consent to Kudos collecting, using and disclosing personal and sensitive information about my child in accordance with the General Information and Important Privacy Information sections in this document.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I understand that I may withdraw consent to receive support from an early childhood partner at any time.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I give permission to contact the professional completing or assisting with this information form (if any).</li> </ul>	<input type="checkbox"/>

**Please complete your details on the next page.**

Parent or carer's details		
Signature:		
Name:		
Please tick your relationship to the child:	Parent	<input type="checkbox"/>
	Carer	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
	Professional referring child If so, please confirm that you have received verbal consent from the child's parent, carer or guardian to make this referral	<input type="checkbox"/> Consent: <input type="checkbox"/>
Date: DD/MM/YYYY		

## Privacy Policy

Kudos understands we are in a position of trust which is a privileged position when collecting and holding your personal information. Personal information is information or an opinion that identifies an individual. Examples of personal information we collect include names, addresses, email addresses and phone numbers.

Personal information is obtained in many ways through interviews, correspondence, by telephone and facsimile, by email, via our website, from your website, from media and publications, from other publicly available sources or from third parties.

We collect your personal information for the primary purpose of providing services and information to you. We may also use your personal information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.