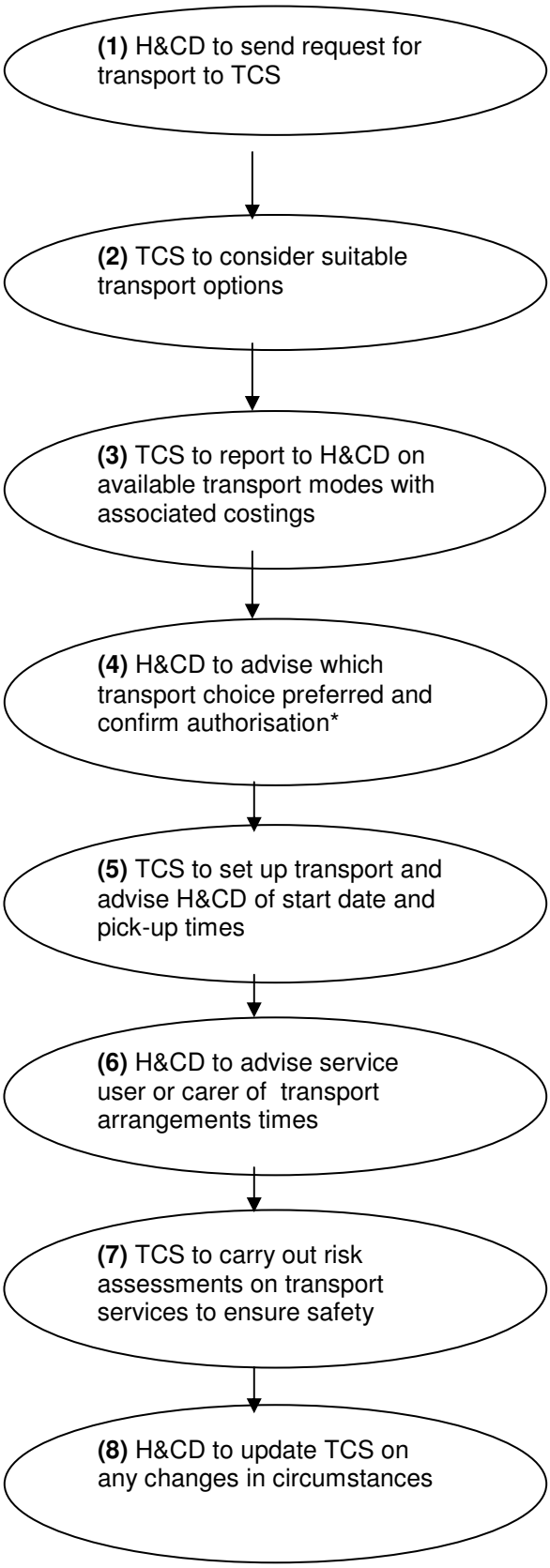
APPENDIX 2

FLOW-CHART DIAGRAM FOR TRANSPORT REFERRAL



(1) can be sent be e-mail or fax
(1) needs to provide full details including level 2 risk assessment for single occupancy

(2) including those preferred modes
(2) considering any special conditions

(3) including on preferred transport
(3) including other available modes
(3) considering all relevant conditions

(4) *authorisation where cost incurred
(4) *depending on level of extra cost
(4) *may need to re-send transport form with authorisation details

(5) start date at necessary notice period
(5) pick-up times at those requested
(5) also to advise Financial Services Team (Anne Jones, Principal Manager, RTH)

(6) ensuring time is given as 'estimate'

(7) taking into account service user information contained
(7) to feed back any details relevant
(7) with view to making practical changes

(8) to personal details, medical conditions or transport arrangements
(8) from service user's annual reviews

H&CD = Health & Community Directorate

TCS = Transport Co-ordination Section