

# Application For Service

Please fill in this form as completely as you can. This will reduce any delays in processing your application. Q6 is optional - you can choose to answer it if you like. If you need help filling in the form, please contact Headway Information and Support on 1890 200 278. Please write all information using CAPITAL LETTERS.

## Q1. About the person completing the form

a) Are you completing this form for someone else? (Please tick one)

Yes



Please continue on this page

No. I am applying for

Headway services myself



Now turn to the next page, Q3

## Q2. Your relationship to the person seeking services

a) Your name

b) What is your relationship to the person with brain injury?

Spouse or Partner

Family Member

Friend

Carer

Professional

Other (please specify)



c) Please provide name of your agency, if professional

d) Mobile or telephone

e) Do we have your permission to contact you via Text Message for the purpose of providing Headway Services?

Yes

No

f) Your email address

g) Do we have your permission to contact you using your email address for the purpose of providing Headway Services?

Yes

No

h) Your contact address

  
  


i) How did you hear about Headway?

**Q3. Name and contact information of the person seeking services**

a) Name

b) I am: Male  Female  Other  c) Date of Birth:  /  /

d) Address at time of injury e) Current Address - If same as d), tick

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

f) Home phone

g) Mobile phone

h) Do we have your permission to contact you via Text Message for the purpose of providing Headway Services? Yes  No

i) Email address

j) Do we have your permission to contact you via email for the purpose of providing Headway Services? Yes  No

**Q4. Who can we contact in an emergency?**

Please give the name of a family member, carer or friend as your emergency contact

Name:  Relationship

Address:

Telephone:

Email:

**Q5. GP details**

Name of GP

GP Telephone

Address of GP

**Q6. Language and cultural background (optional question)**

Why have we included this question? Your answers help us to develop better services. We use them only to ensure that our services reflect the backgrounds of the people we serve.

a) Country of Origin

b) Can you speak English? Yes  No

c) First language – spoken at home:

English

Irish

Other (please state)  \_\_\_\_\_

d) Ethnic or cultural Background

White Irish

Black Non-African

White Non-Irish

Asian or Asian Irish (Chinese)

Irish Traveller

Asian or Asian Irish (non-Chinese)

Black African

Other (please state)

e) Religion Christianity  Rather not say

Islam

No religion

Other

**Q7. Living, working and social situation**

Please tick all that apply:

Live alone

Live in permanent accommodation

Live with parents

Live in temporary accommodation

Live with spouse or partner

Currently employed

Currently engaged in training

Activities you are involved in, for example: volunteering; sports; social clubs:

**Q8. Details of the Acquired Brain Injury (ABI)\***

Date of Injury:

\*If more than one injury, use most recent

Please specify the cause of injury, Please tick all that apply.

- |                        |                          |                                 |                          |
|------------------------|--------------------------|---------------------------------|--------------------------|
| Road Traffic Accident  | <input type="checkbox"/> | Stroke                          | <input type="checkbox"/> |
| Vehicle Driver         | <input type="checkbox"/> | Haemorrhage (bleed)             | <input type="checkbox"/> |
| Vehicle Passenger      | <input type="checkbox"/> | Meningitis or Encephalitis      | <input type="checkbox"/> |
| Bicycle                | <input type="checkbox"/> | Anoxia/Hypoxia (lack of oxygen) | <input type="checkbox"/> |
| Motorcycle             | <input type="checkbox"/> | Tumour removal                  | <input type="checkbox"/> |
| Pedestrian             | <input type="checkbox"/> | Alcohol-Related Brain Injury    | <input type="checkbox"/> |
| Fall                   | <input type="checkbox"/> |                                 |                          |
| Sporting Accident      | <input type="checkbox"/> |                                 |                          |
| Assault                | <input type="checkbox"/> |                                 |                          |
| Other (please specify) | <input type="checkbox"/> |                                 |                          |

**Q9. Hospitals or centres and services attended**

Please provide the names and addresses of the hospitals or centres attended since injury.

Name and address of hospital or centre	Date from - to	Name of consultant or professional

### Q10. Current needs and difficulties

Do you need help with any of the following as a result of the brain injury?

Please tick all that apply.

a) Physical or sensory:

- |                        |                          |                    |                          |
|------------------------|--------------------------|--------------------|--------------------------|
| Vision                 | <input type="checkbox"/> | Fatigue/Tiredness  | <input type="checkbox"/> |
| Hearing                | <input type="checkbox"/> | Epilepsy           | <input type="checkbox"/> |
| Weakness,              | <input type="checkbox"/> | Sexual functioning | <input type="checkbox"/> |
| Reduced Mobility       | <input type="checkbox"/> |                    |                          |
| Other (please specify) |                          |                    |                          |

b) Cognitive:

- |                        |                          |               |                          |
|------------------------|--------------------------|---------------|--------------------------|
| Attention              | <input type="checkbox"/> | Communication | <input type="checkbox"/> |
| Memory                 | <input type="checkbox"/> | Speech        | <input type="checkbox"/> |
| Planning               | <input type="checkbox"/> | Intimacy      | <input type="checkbox"/> |
| Orientation            | <input type="checkbox"/> | Motivation    | <input type="checkbox"/> |
| Other (please specify) |                          |               |                          |

c) Behaviour:

- |                        |                          |                                     |                          |
|------------------------|--------------------------|-------------------------------------|--------------------------|
| Irritability           | <input type="checkbox"/> | Impulsivity                         | <input type="checkbox"/> |
| Aggression             | <input type="checkbox"/> | Inappropriate/Anti-Social behaviour | <input type="checkbox"/> |
| Other (please specify) |                          |                                     |                          |

d) Emotion:

- |                        |                          |                    |                          |
|------------------------|--------------------------|--------------------|--------------------------|
| Mood Swings            | <input type="checkbox"/> | Anxiety            | <input type="checkbox"/> |
| Depression             | <input type="checkbox"/> | Reduced Confidence | <input type="checkbox"/> |
|                        |                          | Anger              | <input type="checkbox"/> |
| Other (please specify) |                          |                    |                          |

e) Self-awareness and insight - Do other people tell you that you have more difficulties than you think you have? - Please give details

f) Personal needs or daily living tasks:

Eating

Assistance with dressing when using the toilet

Drinking

Assistance with personal care when using the toilet

Number of people needed to assist \_\_\_\_\_

Other (please specify)

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Q11. Please list all current medication:

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Q12. Services other than Headway currently applied for or attending:

Service	Attending	Applied
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Q13. Reason for application

What is your reason for applying for Headway Services?

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Any other information you wish to include:

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**Q14. Declaration and consent to be signed by the person seeking services**

**a) Your medical history and records**

1. I give consent for information on my medical and occupational history to be released to Headway.
2. I give consent for Headway to maintain all personal data concerning my medical and occupational history relevant to providing me with rehabilitative services.
3. I give consent for Headway to release reports and information on my rehabilitation and progress to my G.P or other professionals involved in my care.
4. I have read, and understood, the limits of confidentiality explained on page 8.

Signature of person seeking services \_\_\_\_\_

**b) Fundraising**

From time to time Headway may wish to contact you to inform you or your nominated family member of events and fundraising opportunities. Headway will not share this information with any other body or institution. Are you willing to be contacted in this way?

**Yes, by:**

- Post
- Email
- Phone Call
- Text Message

**No, I don't want to be contacted**

Signature of person seeking services \_\_\_\_\_

**c) Research**

We occasionally seek permission from people to participate in research to help improve our services. Are you willing to be contacted in this way? Yes  No

Signature of person seeking services \_\_\_\_\_

Date:

/ /

Please return this completed form to:

Referrals Co-Ordinator, Headway, Unit B3 Link Road Business Park, Ballincollig, Co. Cork



## Privacy Notice - Please read this important information

### Protecting your personal information – the limits of confidentiality

Your private personal information will always be treated with respect. Your information is kept confidential and secure and only used for the purpose of providing you with a service. We will not generally share your information with other people without your permission. There are some rare occasions on which it may be necessary to share information about you without your permission.

These occasions include:

- If it is necessary to prevent harm to you
- If it is necessary to prevent imminent harm to someone else
- If you tell us about a situation in which a person under the age of 18 or a vulnerable adult is, or may be in danger of, harm
- If we are required to do so by law, for example if ordered by Court, or required by Gardaí
- If necessary in the interest of public safety

The full version of the Headway policy on Data Protection lists all the possible reasons we might give your information to another person without your permission. This is available on request from any member of staff or from the Headway website at [www.headway.ie/privacy](http://www.headway.ie/privacy)

### Your rights

Under the the law, you have the right to:

- Access the information we hold about you.
- If you find that any of the information is incorrect, you also have the right to have it changed.
- Under the most recent regulations, you also have the right to have your information supplied in an electronically portable format.
- Also under recent regulations, you can also request that your records be erased from our system.

To avail of your rights, you can download a personal data access request form from our website at [www.headway.ie/privacy](http://www.headway.ie/privacy)



## Release of Information

Name of Person referred: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I give consent for Acquired Brain Injury Ireland, Headway, Health Service Executive Disability Services to:

- Discuss my referral at the ABI Neuro-Rehabilitation Forum,
- Obtain information on my clinical, educational and occupational history and
- Release reports and information on my rehabilitation and progress to my G.P. and other clinicians/professionals involved in my care.

I understand that I may revoke this consent at any time by writing to Acquired Brain Injury Ireland, Headway, Health Service Executive Disability Services. If information has already been released based on my consent, my request to stop the consent will not apply to information already released.

New referrals are discussed at the ABI Neuro-Rehabilitation Forum, so that the most appropriate service for the person's current needs can be determined. Information about the person's clinical, educational and occupational history may be used to assess the suitability of the services listed above to the person's needs, to tailor services to the person's needs and/or in the provision of healthcare services. These services will hold some of this information on a secure electronic database.

Signature of Person Referred: \_\_\_\_\_ Date: \_\_\_\_\_

If the person referred wishes to give consent but is unable to sign the consent form, it may be signed below on their behalf by a representative.

I have discussed the above information about the provision of consent with (name of referred individual) \_\_\_\_\_ . I can confirm that he/she wishes to give consent to Acquired Brain Injury Ireland, Headway, Health Service Executive Disability Services to obtain his/her background information from relevant organisations/individuals. I can also confirm that he/she understands that he/she can revoke this consent at any time.

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Person Referred: \_\_\_\_\_  
(i.e. Friend, Parent or legal guardian)

In line with the Data Protection Act 2003, any information (including electronic information) received by or disclosed by Acquired Brain Injury Ireland, Headway, Health Service Executive Disability Services about individuals will only be held with regards to the intended purpose i.e. to assess a referred person's needs in order to identify if and how these organisations can meet their needs. If the person referred is offered a service, the assessment information will remain on the individual's file. However, under GDPR everyone has the right to correct information, receive a copy or request for it to be deleted. Miscellaneous information will be gathered and used by the organisations to monitor the demand for service; we may also use this to inform organisational development and business priorities.





