SUPPORT COORDINATOR REFERRAL CHECKLIST

A practical guide to preparing for the next step

This checklist can help you prepare a clear, young-person-centred referral or conversation with Kickstart. Complete what you can—there is no need to have every answer before getting in touch.

You don't have to have everything finalised. Start with the young person's goals and the support that could help.

1 START WITH THE YOUNG PERSON

- [ ] The young person knows about and agrees to the conversation or referral
- [ ] Their goals, interests and preferences have been discussed
- [ ] Their communication preferences have been considered
- [ ] Their strengths and existing supports have been identified
- [ ] Their parent, carer or chosen support person is involved where appropriate
- [ ] Other: _____

2 IDENTIFY THE SUPPORT NEED

What could make the biggest difference right now?

- [ ] Building confidence and independence
- [ ] Connecting with peers, community or activities
- [ ] Exploring youth mentoring or positive role models
- [ ] Developing everyday or social skills
- [ ] Finding suitable camps, group activities or community access
- [ ] Creating a positive routine or trying something new
- [ ] Supporting a family or carer to identify next steps
- [ ] Other: _____

3 HELPFUL INFORMATION TO HAVE READY

- [ ] Young person's name and preferred contact details
- [ ] Parent/carer or nominated contact details
- [ ] Support coordinator details
- [ ] NDIS plan goals or relevant support goals, where applicable
- [ ] Interests, strengths and preferred activities
- [ ] Any relevant access, communication or participation needs
- [ ] Preferred location, days or times
- [ ] Other services or supports already involved
- [ ] Other: _____

PREPARE THE REFERRAL CONVERSATION

Before you speak with Kickstart, it can help to jot down the details most relevant to the young person's goals and preferences.

ABOUT THE YOUNG PERSON

Name:

Age:

Their interests and strengths:

What they would like to do or work towards:

What support would make the biggest difference now:

Important communication, access or participation considerations:

QUESTIONS TO ASK KICKSTART

- [ ] What mentoring, activities or programs could be a good fit?
- [ ] What does the first conversation or referral process involve?
- [ ] How can the young person be involved in choosing next steps?
- [ ] What information is most helpful to include in a referral?
- [ ] Are there eligibility requirements, costs or waiting times?
- [ ] What locations, days or activity options are available?
- [ ] How will progress and communication be managed?
- [ ] Other question: _____

YOUR NEXT STEP

Choose one action to complete this week:

- [ ] Discuss goals and preferences with the young person
- [ ] Gather the key details for a referral
- [ ] Submit a referral or enquiry
- [ ] Other: _____
- [ ] Speak with a parent, carer or nominated contact
- [ ] Contact Kickstart to discuss suitable options
- [ ] Schedule a follow-up conversation

NEED TO CONNECT?

Kickstart supports young people, families and support coordinators to find positive next steps through mentoring, activities and connection.

Visit kickstartvic.com.au

Contact our team: 1800 229 736

Make a referral: kickstartvic.com.au/referral

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This checklist offers general guidance and does not replace professional advice, service agreements or referral requirements.