



CLIENT REFERRAL/INTAKE FORM

V5 01/08/2023

Please return the
completed form to:
reception@mfo.org.au

or to our office:
79B Scarborough Street
SOUTHPORT QLD 4215

REFERRAL DETAILS

Date

Referral Type Self-Referral

Organisation:

Contact Name:

Phone Number:

Email:

PERSONAL INFORMATION

Please provide the client's legal name as it appears on their identification documents (e.g. ImmiCard, Passport, Driver Licence), including any middle names.

Given Name(s)

Last Name

Preferred Name

If different to above

Date of Birth

DD/MM/YYYY

Gender Male Female Non-Binary/Other

Date Arrived in

Australia

DD/MM/YYYY

Visa Subclass

*e.g. 200 (Refugee);
801 (Partner); etc.*

Country of Birth

Main

Language(s)

Ethnic Background

*e.g. Filipino, Eritrean,
Ukrainian, etc.*

CONTACT INFORMATION

Phone Number(s)

Email Address

Address

Suburb

State

Postcode

Emergency

Contact Name

Contact

Relationship

SUPPORT REQUIRED/PROGRAMS INVOLVED IN

- | | |
|--|---|
| <input type="checkbox"/> Settlement Engagement & Transition Support (SETS) | <input type="checkbox"/> Multicultural Women's Programs |
| <input type="checkbox"/> English Conversation Class | <input type="checkbox"/> Domestic Violence Support |
| <input type="checkbox"/> Youth Programs | <input type="checkbox"/> Employment/Training Support |
| <input type="checkbox"/> Driving Change Program | <input type="checkbox"/> Other: <input type="text"/> |

MEDICAL INFORMATION

Do you have any medical conditions, disabilities or allergies?

No Yes:

If yes, NDIS Eligibility:

NDIS Eligible NDIS Ineligible NDIS Eligibility in Process

REASONS FOR REFERRAL/BACKGROUND INFORMATION

Please attach any additional information as relevant, such as notes, referral letters, ID documents, family information, and/or details of support needed.

PRIVACY STATEMENT & CONSENT

The information that we collect from you on this form includes your personal information. Your personal information is protected by law, including the Commonwealth Privacy Act.

MFO uses a client management system called the 'Data Exchange'. This system is hosted by the Australian Government Department of Social Services (DSS). **Your personal information that is recorded on the 'Data Exchange' will only be used for the purposes of providing you support and managing your case.** You are not required to provide your personal information to the 'Data Exchange' if you do not wish to. If you do not consent to your information being recorded on the 'Data Exchange', this will not affect the services provided to you by MFO. If you consent to your information being recorded on the 'Data Exchange', you can ask for this information to be removed at any time.

The 'Data Exchange' is used to provide information for policy development, grants program administration, and research and evaluation purposes. **This information will not include information that identifies you, or information that can be used to re-identify you in any way.**

You can find more information about the way the 'Data Exchange' manages your personal information in DSS's Privacy Policy, which is available on the DSS website.

Do you provide consent for MFO to enter your information on the 'Data Exchange' for the purposes of providing you support and managing your case?

Yes No

Do you provide consent for MFO to take photographs or video of you to be used to promote our organisation and services?

Yes No

Client Name

Signature

Date