



PRACTICAL ADVOCACY WORKSHEET

Neurodevelopmental Referral & Waiting-list Toolkit

Organise who holds the referral, what decision has actually been made and whether the blockage is administrative, commissioning or clinical.

Map the pathway before challenging it. "There is a long wait" and "this individual case has been reviewed for clinical priority" are not necessarily the same question.

Referral map

Referral type	Date made	Referrer	Provider / service	ICB / commissioner	Accepted?	Estimated wait / position	Review / prioritisation decision?

What decision are you actually dealing with?

Administrative / pathway issue

Referral not received, incorrect route, provider eligibility, missing paperwork, commissioning restriction, queue position or unclear ownership.

Clinical decision

A clinician/service has assessed information and decided whether the individual case meets criteria for clinical prioritisation or another clinical action.

Decision / problem in this case



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Separate evidence about functional impact from assumptions about what a service will do with it.

Evidence relevant to the decision

Functional issue / risk	Current impact	Professional who knows	Existing evidence	Missing evidence



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Ask focused questions that separate pathway administration from clinical judgment.

Focused questions

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|---|---|
| ☐ Who currently holds the referral? | ☐ What decision was made, by whom and on what date? |
| ☐ Is this a general waiting-time issue or an individual prioritisation decision? | ☐ If clinical review occurred, what information was available? |
| ☐ Can additional professional evidence be submitted, and how? | ☐ If the barrier is commissioning / capacity, who controls it? |
| ☐ Would changing route/provider affect queue position or require a new referral? | |

Answers / evidence I still need

Who should answer these questions?

How / where can additional evidence be submitted?



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Keep a clean record of what each organisation says so the same question does not disappear between services.

Pathway contact log

Date	Organisation	Person / team	Question	Answer / decision	Next action

What is still unanswered?

Next action / correct decision-maker
