



Please return this form to [admin@drivenbyyou.com.au](mailto:admin@drivenbyyou.com.au)

# Client Intake Form

Driven By You Therapy Services are a team of allied health professionals who are passionate about making a difference to the everyday lives of our clients and their families. Our therapists have a range of skills and experiences to assist clients to feel empowered to achieve their goals. Our service provides in-home and on-site Occupational Therapy services for children and adults with a variety of needs, including neurodivergent individuals, those with physical disabilities, and those recovering from injury or illness. We pride ourselves on being family-centred, innovative and creative with our therapy plans to ensure we drive success and motivation from within our clients.

Completion of this form is essential to initiate the processing of your application and secure a spot on our waitlist for an appointment with the most suitable Occupational Therapist at Driven by You for your unique requirements. Failure to provide the requested information will result in the inability to reserve your position on our waitlist. We appreciate your cooperation in providing the necessary details.

Thank you and we look forward to working with you!

## About You

Full Name

Date of Birth

Sex  Male  Female  Other:

Address:

Suburb:  State:  Postcode

Phone Number:

Email Address:

## Availability

Please select your availability

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Diagnosis and Relevant Medical History

At Driven By You we provide therapy services for children and adults with a variety of needs, including neurodivergent individuals, those with physical disabilities, and those recovering from injury or illness. Please provide as much information as you can below, to help us understand your need and how we can help support you.

**Diagnosis and/or relevant medical history:**

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**Please outline your goals and requirements for Occupational Therapy**

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## Next of Kin

*Details of Guardian, Carer, Professional Support*

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number:  
*(If different to above)* \_\_\_\_\_

Email Address:  
*(If different to above)* \_\_\_\_\_

## Occupational Therapy Requirements

*The following supports/services are available*

Ongoing Therapeutic Support

Assessment and Report

Ongoing Therapeutic support incl. Assessment and Report

School Holiday Program

Dog Assisted Therapy

Other: \_\_\_\_\_

# Ongoing Therapeutic Support

Ongoing therapeutic support requires a commitment from both the client and treating professional. Currently our Occupational Therapists are in high demand and we are unable to guarantee regular and frequent appointments.

At Driven By You, we believe in providing comprehensive, supportive and personalised care to our clients based on your unique and individualised needs, which is why we are proud to have a team of dedicated Allied Health Assistants (AHAs) working with us. To assist in delivering ongoing treatment after your initial consultation with our Occupational Therapist team, and in between appointments with them, we have our Allied Health Assistant team available for more frequent sessions.

## What is an Allied Health Assistant?

Allied Health Assistants are valued members of our team who work closely with our Occupational Therapists to provide invaluable support and assistance. They are skilled and qualified professionals who help deliver quality care and enable you to reach your full potential.

## How do our AHA's contribute to your care

Our AHAs play a vital role in supporting our Occupational Therapists and enhancing your therapeutic experience. They work under the guidance and supervision of our Occupational Therapists to provide:

- **Direct Patient Support:** Our AHAs will assist you during therapy sessions and daily activities, ensuring your comfort, engagement, and overall well-being.
- **Session Preparation:** They help develop resources, help set up therapy equipment, create a safe and accessible environment, and ensure that all necessary materials are readily available for your therapy session.
- **Documentation and Progress Tracking:** Our AHAs assist in documenting observations, tracking your progress, and maintaining accurate records to support continuity of care and effective communication among the Driven By You team.
- **Home-Based Program Support:** They provide guidance and support to you and your family, helping you to implement therapy exercises and techniques recommended by your Occupational Therapist.
- **Rehabilitation and Skill Building:** Our AHAs work closely with our Occupational Therapists to support you in your goals towards building capacity in daily life skills or on your rehabilitation journey, providing hands-on assistance during mobility training, exercises, and other therapeutic interventions.

## What are the Benefits of working with an AHA?

Working with an AHA can significantly enhance your therapeutic journey, ensuring comprehensive support, individualised care, and positive outcomes. By working with an AHA, you will experience improved access to services, increased convenience, and a collaborative approach that focuses on your unique needs and goals.

## Ongoing Therapeutic Support (continued)

Based on the information provided on the previous page, are you happy to be supported collaboratively by an Occupational Therapist and Allied Health Assistant?

Yes     No

How often are you seeking Therapeutic Support?

Monthly

Fortnightly

Weekly

Other:

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## Funding Details

How will sessions be funded?

Private (self)

NDIS

Medicare (ECP)

DVA

Private Health Cover

Other:

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# Privacy Policy

Driven By You Therapy Services is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

**What is Personal Information and why do we collect it?** Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone, and facsimile numbers.

This Personal Information is obtained in many ways including [interviews, correspondence, by telephone and facsimile, by email, via our website [www.drivenbyyou.com](http://www.drivenbyyou.com), from your website, from media and publications, from other publicly available sources, from cookies- delete all that aren't applicable] and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

**Sensitive Information:** Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

**Third Parties:** Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

**Disclosure of Personal Information:** Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

**Security of Personal Information:** Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

**Access to your Personal Information:** You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Driven By You will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

**Maintaining the Quality of your Personal Information:** It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

**Policy Updates:** This Policy may change from time to time and is available on our website.

**Privacy Policy Complaints and Enquiries :** If you have any queries or complaints about our Privacy Policy please contact us at:

Driven By You Therapy Services  
[admin@drivenbyyou.com.au](mailto:admin@drivenbyyou.com.au)  
0400312003

## Agreement

By signing the below, you agree that the information provided is accurate at the time of submission.

I Agree

Full Name &  
Signature:

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Date:

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