

Health and Well Being Survey Questionnaire

Agency Recommended Procedures

- Please ensure that the questionnaires are completed in detail
- If possible and if required please offer assistance to complete the Questionnaire accurately
- Please ensure that if your client has indicated that they require information or assistance, that if relevant to your business, this is provided and it is indicated on the form that this has been given.
- ***If it is a referral to CAB for action, please FAX IMMEDIATELY to 01524 400401 Attention Duty Supervisor.***
- If possible at the end of each working day the questionnaires be forwarded to NL Citizens Advice Bureau, Morecambe office. So the information can be entered onto the survey monkey database.
- ***Please ensure that the FAXED originals are included and are marked with an F.***
- *The details of **how** the completed forms will be delivered to NL CAB Morecambe office will be discussed and agreed with each individual Agency*