


Harakeke Intensive Day Programme Referral Procedure

MHAPPM/8963

Approved by:	General Manager – Mental Health & Addiction	First Issued:	November 2016	
Signature:	David Warrington	Review Date:	July 2022	
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Purpose

The purpose of this document is to describe the referral procedure and pathway through the Intensive Day Programme (IDP).

This document is to be used in conjunction with MHAPPM/8953 – [Mental Health and Addiction Group Policy](#) which outlines the shared vision and expectations for the direction, values, principles, attitudes and ways of working to deliver a values based service.

Scope

All Mental Health Service staff (including contracted Non-Governmental organisations).

Definitions

Refer to the Mental Health Service Definitions Glossary [\\FS3\share\Public\All Users\MHS Policy review\DEFINITIONS FOR WORDS AND TERMS IN USE WITHIN THE MENTAL HEALTH SERVICE.docx](#).

Roles and Responsibilities

Role	Responsibility
Referrers – for example: Home Base Treatment, Intensive staff, Key Workers	Talk to Intensive Day Programme staff about all potential referrals and then complete each referral in Electronic Clinical Application (ECA).
Intensive Day Programme Staff	Will make a note entry into ECA in response to each referral received. Intensive day programme staff will attempt contact with the referred person and keyworker or inpatient staff within 48 hours of receipt of the referral (or as negotiated with the referrer).

Criteria

People eligible for the IDP programme must be 18 - 65 (over 65 with pre-existing mental health episodes) who are known to the Mental Health Service and residing in Hawke's Bay with an acute mental health disorder requiring intensive treatment and currently open to the service with an allocated key worker.

Procedure

- 1 Referrer to ensure that the referred person has consented to the referral.
- 2 The referrer ensures that all clinical documents are up to date in ECA.
- 3 The referrer makes verbal contact with intensive day programme staff to discuss the referral.
- 4 Intensive day programme team will meet daily and review all referrals received and make a decision to accept or reject referral then make a note entry into the referred person's Health Record (ECA) to reflect the decision and rationale.
- 5 If the referral is not accepted, the person's key worker will contact the referred person to give them feedback on the outcome of the referral.
- 6 If the referral is accepted, the referrer must open the new linked referral in ECA (open to the case team 'IDP Harakeke') and make a note entry outlining the treatment goals, program and discharge criteria (i.e. discharge from the intensive day programme).
- 7 If referral is accepted then the referrer is to complete an 'ad-hoc' HoNOS/HoNOS65+ (to facilitate pre and post treatment measurement).
- 8 On arrival, the referred person will be orientated to building and the programme. Intensive day programme staff will negotiate and agree the individualised programme and the start date with the referred person and their key worker.
- 9 IDP staff and the Key Worker will remain in regular contact to review a client's progress and goals throughout their period of engagement with IDP.
- 10 Discharge and moving on from the intensive day programme will be negotiated with the person and their key worker (taking into account any on-going treatment goals).

Measurable Outcomes

Annual survey of stakeholders.

Patient survey.

Key performance indicators (KPIs) to be developed.

Related Documents

MHAPPM/8953 – [Mental Health and Addiction Group Policy](#)

References

No references

Keywords

Mental
Intensive
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***For further information please contact the Clinical Nurse Manager –
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