



WCDHB Rata AOD Service Provision Framework Community Probation Process

Version
1

Process	Tasks/Standards	Who	Forms	
Referral received (with signed consent form)	<ul style="list-style-type: none"> Screen if applicable. Return f referral not appropriate Data entered into referral book Discussed at AOD meeting as appropriate Allocated according to geographical region Appointment card /brochure posted to client and Probation Officer 	Clinician/ Key worker	Appointment letter Brochure Appointment card	
↓	<ul style="list-style-type: none"> Referral given to admin to enter into iSoft, print registration form, access previous file or make up new file. File placed in file room ready for first appointment 	Secretary/ admin	Registration form/file	
↓	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Does person arrive for assessment </div> <div style="display: flex; flex-direction: column;"> <div style="margin-bottom: 10px;"> No → </div> <div style="margin-bottom: 10px;"> Yes ↓ </div> </div> </div>	<ul style="list-style-type: none"> Record in clinical notes and record as DNA in iSoft Contact person by telephone and/or send letter inviting them to attend another appointment (maximum 2 opportunities). Discuss at MDT Contact Probation Officer re DNA After second DNA discharge from service. Advise person of discharge by mail offering another appointment if they re contact service in the future 		DNA letter
↓	<ul style="list-style-type: none"> Conduct assessment as per assessment format, complete risk assessment, undertake relevant screening/psychometric testing, negotiate recovery plan Make treatment recommendations to Community Probation using report form Referral to other service or discharge if applicable Allocate further appointment Complete HONOS After completion of assessment present case at next MDT meeting (within 10 working days) to discuss diagnosis, clinical management plan, etc. 	Clinician/ Key worker	Comprehensive assessment Risk assessment Recovery plan CP report form	
↓	<ul style="list-style-type: none"> Negotiate individualised recovery plan with person/others as appropriate Allocate follow up appointment as required (up to 3 or more if necessary) Confirm person understands process and answer any relevant questions Record attendance/session in clinical notes and iSoft 			
↓	<ul style="list-style-type: none"> Complete Report with recommendations if appropriate Post to Community Probation Update clinical file, complete HONOS Discharge Give file to Administration/secretary for storage, removal of index card etc. 	Administratio n Secretary	Community Probation report form	
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