



WCDHB Rata AOD Service Provision Framework LTNZ Process

Version
1

Process	Tasks/Standards	Who	Forms
<div style="border: 1px solid black; background-color: #00FF00; padding: 5px; text-align: center; margin-bottom: 10px;">Referral received</div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; background-color: #00FF00; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Does person arrive for assessment</p> </div> <div style="display: flex; justify-content: center; gap: 20px; margin: 5px 0;"> <div style="border: 1px solid black; background-color: #00FF00; padding: 2px 5px; font-size: small;">No</div> <div style="border: 1px solid black; background-color: #00FF00; padding: 2px 5px; font-size: small;">Yes</div> </div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; background-color: #00FF00; padding: 5px; text-align: center; margin-bottom: 10px;">Assessment and treatment</div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; background-color: #00FF00; padding: 5px; text-align: center;">Final Report</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> Data entered into referral book Discussed at AOD meeting as appropriate Allocated according to geographical region Appointment card /brochure posted to client with information re Section 30A assessment process Entered into iSoft and registration form printed off File established or previous file accessed </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> Record DNA Contact person by telephone and/or send letter inviting them to attend another appointment (2 opportunities). After second DNA no further appt offered for period of time (minimum 3 months) <p>Advise person by mail offering another appointment if they re contact service in the future (after 3 months)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> Person completes registration form Conduct assessment as per LTNZ assessment format, undertake relevant screening, advise person to arrange GP appointment for LFT & examination Previous conviction list requested from LTNZ File copied to GP with request to return Make intervention/education/treatment recommendations as appropriate Allocate further appointment as required for signing/advice </div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> Report sent to LTNZ – includes GP interpretation of test results, screening results, and treatment review Person/Service receive outcome letter – licence approved or recommendation for referral to AOD for education/counselling After 6 months person can request 2nd assessment If licence renewed no further input. </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Approved Assessor</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">-Brochure Appointment card -File -Request letter to LTNZ</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">DNA letter</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">LTNZ Assessment</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Report format as required by LTNZ</div>

LTNZ pay for 1st assessment and no further follow up or treatment. Person is responsible for completing recommendations via self referral to AOD Service