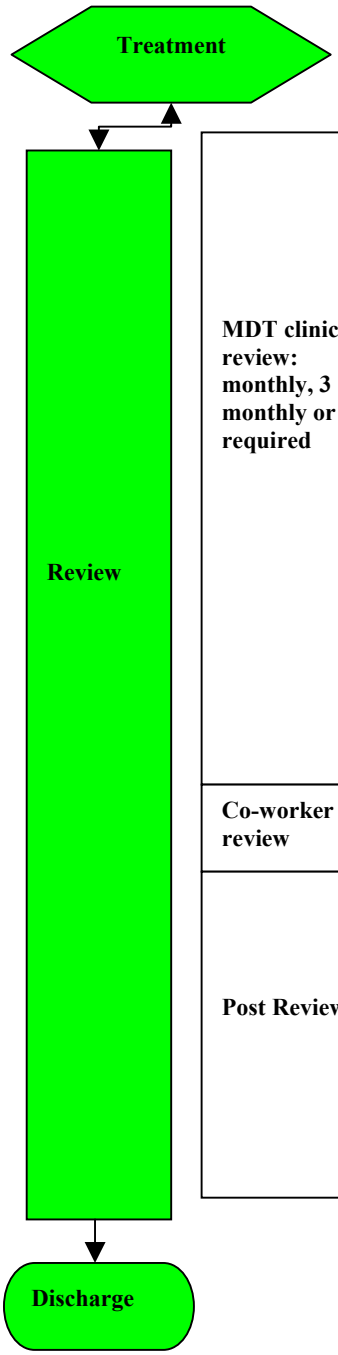
WCDHB Rata AOD Service Provision Framework
Review Process Flowchart

Version 1



MDT clinical review: monthly, 3 monthly or as required	Initial review discussion to include the following: ● Date entered service ● Reason for referral and referral source ● Update of assessment or reassessment if necessary ● Other agencies/service/GP involvement ● Progress on goals ● Current risk assessment/management plan ● Substance use ● Results of tests/screening if applicable ● Mental state and HONOS summary scores ● Relapse indicators ● Information/consultation/liaison with other agencies/service to date ●Criteria for discharge ● Set date for next review	Clinician/ Key worker in conjunction with MDT	Review form, risk asst, recovery plan, clinical notes
	● Review recovery plan with person (and family/whanau/carer if appropriate) ● Document level of participation and complete review form ● Complete HONOS manually/electronically 3 monthly ● First month - present case at MDT meeting and review progress against treatment/discharge plan ● Amend treatment care plan if necessary		
Co-worker review	● If person managed jointly with CMH, clinician/key worker to contact co-worker minimum once weekly to review		
Post Review	● Liaise with person/family/whanau/support person re feedback information as required ● Confirm proposed changes to treatment care plan ● Update recovery plan and clinical notes ● Action recommendations e.g. send referral, liaise with other agencies/services ● Document MDT review, outcomes, and who was present ● Record next review date in notes ●Photocopy and post review form to GP/referrer if appropriate ● Place review form and copy of HONOS in person's file		