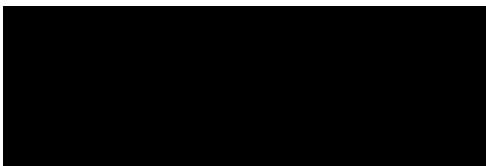




13 April 2022



Dear [REDACTED]

Re: OIA request – Mental health procedural information, documentation, forms

Thank you for your Official Information Act request received as a transfer from the Ministry of Health on 11 March seeking information from Waitematā District Health Board (DHB) about mental health procedural information, documentation, forms.

You requested:

Mental health procedural information requested:

For mental health services both hospital, community residential facilities and community mental health teams managed by the DHB:

All documentation of system requirements for induction processes including forms, manuals – if these are different for compulsory and voluntary patients please provide both

All documentation of system requirements for discharge and transfer processes including forms, manuals.

All documentation of system requirements for clinical interventions including observation guidelines/requirements; recovery plan processes and including any relevant forms.

All documentation relating to system internal control measures to ensure procedures are followed.

The DHBs' Technical Advisory Services (TAS) advised us on 23 March that this was clarified to:

- 1. Copies of all forms relating to the induction of a client, compulsory or voluntary or moving between status.**
- 2. Copies of all forms relating to a discharge/transfer of a client, compulsory or voluntary or moving between status.**

The Ministry of Health's Director of Mental Health requires the use of the Mental Health Act forms, under Section 133A of the Mental Health (Compulsory Assessment and Treatment) Act 1992 (the Mental Health Act). These are our most frequently used forms and can be found on the Ministry of Health website using the following link:

<https://www.health.govt.nz/our-work/mental-health-and-addiction/mental-health-legislation/mental-health-compulsory-assessment-and-treatment-act-1992/mental-health-act-forms>

In terms of other forms that are used in our mental health services, there are multiple forms required for each piece of legislation that applies.

In addition, there are multiple other organisations with which our mental health services have relationships, many of which include referrals and assessments and transfers of care of individuals engaged with or moving between these services.

Some of these pieces of legislation involve multiple stages at which decisions are made and are documented to enable the compulsory processes to commence, continue or terminate. Many of those documents are statutory documents produced by the relevant government department responsible for the legislation rather than 'owned' by this DHB.

Our inpatient and community mental health teams have reviewed your request and have advised that to collate this substantial array of information would take several days. This work would have to be spread amongst their core duties amongst small teams where there are often few staff and, therefore, would require a matter of several weeks, if not months, to properly collate and review all forms. This would be unmanageable for our frontline teams in a business-as-usual environment and is even more challenging for them to undertake at a time when clinicians, managers and staff are concentrating on efforts to recover from the recent COVID-19 outbreak.

We have considered whether charging or extending the timeframe for responding to your request would assist us in managing this work and have concluded it would not. We have, therefore, determined to refuse your request under Section 18(f) of the Official Information Act due to substantial collation and research and instead we have provided the website link to our most frequently used Mental Health Act forms.

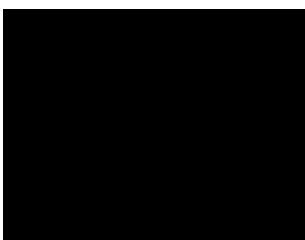
You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to seek a review is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

I trust that the information we have been able to provide is helpful.

Waitematā DHB supports the open disclosure of information to assist community understanding of how we are delivering publicly funded healthcare. This includes the proactive publication of anonymised Official Information Act responses on our website from 10 working days after they have been released.

If you consider there are good reasons why this response should not be made publicly available, we will be happy to consider your views.

Yours sincerely



**Director Specialist Mental Health & Addictions Services
Waitematā District Health Board**