COMMUNITY TREATMENT ORDERS WORKFLOW FOR COMMUNITY TEAMS



NOT RENEWING

6-8 weeks prior

Review affected person and determine whether CTO is to be renewed. Advise affected person of decision.

Final Step

Download and complete:

- 1. Notice to Designated Carer / Principal Care Provider of changes to or decision to revoke CTO and issue to affected person's carers.
- 2. Notice to MHRT Decision to Revoke or Not Apply for a Further CTO and send to MHRT-Civil@health.nsw.gov.au.

RENEWING

6-8 weeks prior

2-4 weeks prior

1 week prior

At the hearing

Download Treatment Plan Template and Notice of Application. The proposed community case manager must meet with the affected person to draw up the treatment plan.

Complete and issue to the affected person.

Under MHA s52(5), the Designated Carer and/or Principal Care Provider must also be notified of the application.

Download <u>Hearing Application Form</u> and <u>Confirmation of Service</u>.

Complete and email to the Tribunal via MHRT-Civil@health.nsw.gov.au.

Note: Please document the consultant's written opinion about the application in the affected person's progress notes. This is required 4-6 weeks prior evidence for the hearing, particularly if it is likely that the affected person will not attend for a mental state review.

> MHRT Registry staff will confirm the listing with the applicant via email and issue a letter to the affected person, with a self-report form, confirming the date, time and venue of the hearing.

Please note that the care coordinator must also advise the affected person of the hearing details and coordinate their participation (phone, video or in-person). Video connection details, where applicable, will be provided by the Registry.

Prepare the following hearing paperwork and email to MHRT-Civil@health.nsw.gov.au:

- **Clinical Report**
- Confirmation of Service (if not already provided)
- IPO or existing CTO

- **Treatment Plan**
- Progress Notes (representative sample including all consultant entries)
- Submissions from affected person and/or their carers

Note: For inpatient hearings, the care coordinator provides the Treatment Plan; the facility treating team provide the other documents. Both facility and community staff should attend the hearing.

Evidence should be presented at the hearing to address the following:

- Rationale for the application
 - Potential risks and benefits
- Address the issue of least restrictive alternative, consistent with safe and effective care. Demonstrate that the CTO is implementable in the community.

If the affected person did not attend the hearing, inform them, the person's Designated Carer and/or the person's Principal Care Provider of the outcome.

Provide a copy of the signed order (determination) and stamped and signed Treatment Plan to the affected person and to the Director

of the Community Service. Ensure that you explain the person's right to appeal or have the order varied or revoked. After the hearing