

BAO “Be aware of” – Crisis Assessment and Treatment Service

Procedure Responsibilities and Authorisation

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Target Audience	Mental Health and Addictions service staff
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Procedure Review History

Version	Updated by	Date Updated	Summary of Changes
2	Glen Horrack	December 2015	Change from Crisis Assessment Team to Crisis Assessment and Home Treatment Team and change from CRV Clinical Results Viewer to CWS Clinical Workstation
3	Glen Horrack	March 2019	Removal of reference to a hard copy file Update to flow chart
4	Glen Horrack	March 2022	Updates to terminology Removal of faxing

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1 Overview

1.1 Purpose

To ensure one standard process of alerting CAHT to tāngata whaiora at risk: including suggested actions / considerations if that person were to come to the attention of the service outside of working hours.

1.2 Staff group

BAO alerts are accepted from all Te Whatu Ora Waikato services, including inpatient services for clients ‘AWOL (Absence Without Official Leave)’ and on ‘short term leave’. BAO alerts are also accepted from all other services, including NGO providers and other Districts.

1.3 Patient / client group

This procedure relates to tāngata whaiora with risk who are not requiring active follow up.

1.4 Exceptions / contraindications

This procedure does not apply to tāngata whaiora requiring active follow up.

1.5 Definitions and acronyms

BAO	‘Be aware of’ – the process for alerting the Crisis Assessment and Home Treatment team to tāngata whaiora at risk
CAHT	Crisis Assessment and Home Treatment team

2 Clinical management

2.1 Competency required

All Mental Health and Addictions clinical staff must be informed of the BAO “Be aware of” Crisis Assessment and Treatment service procedure during their orientation / induction.

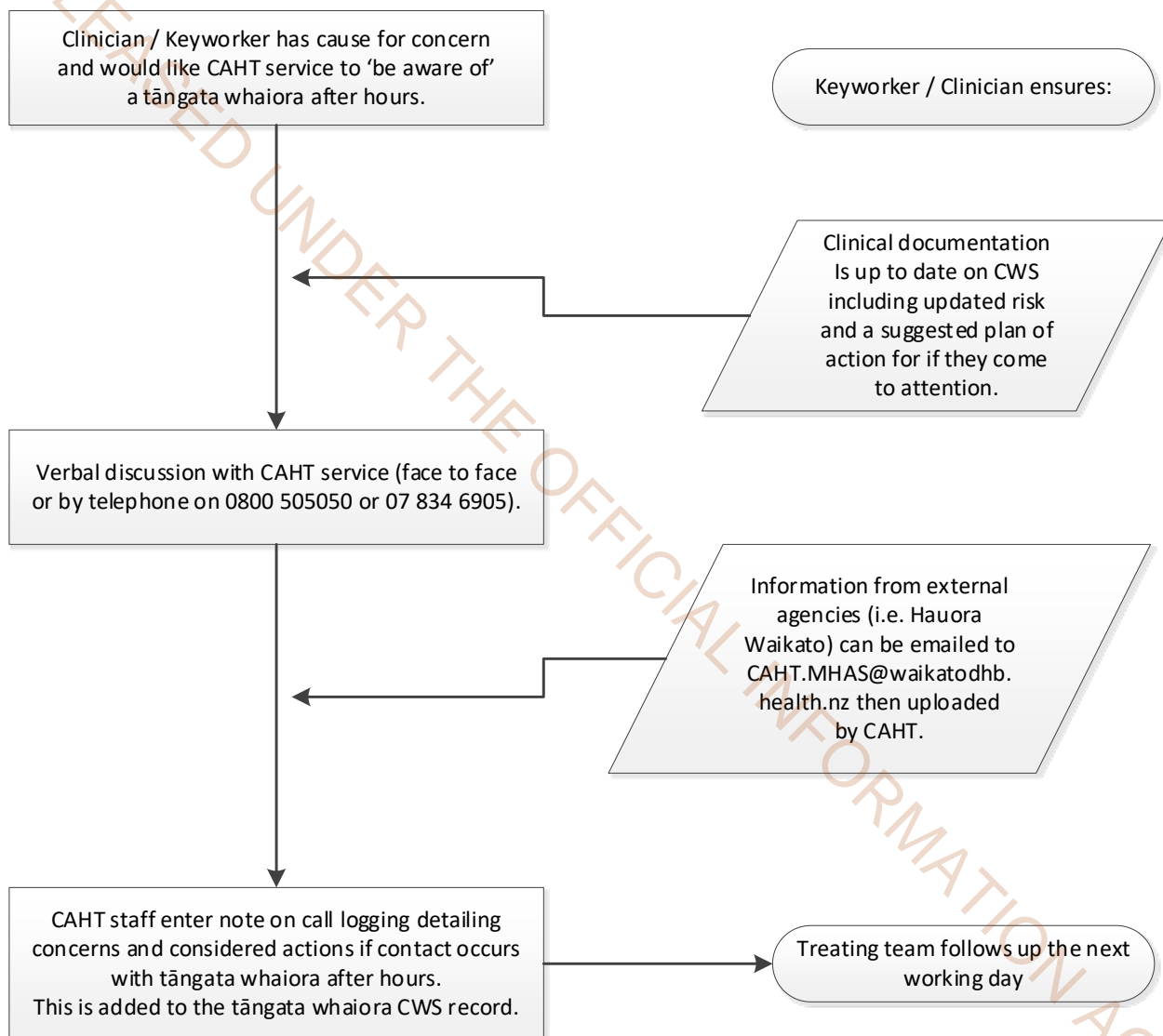
2.2 Equipment

- Phone
- Clinical Workstation

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2.3 Procedure

Crisis Assessment and Home Treatment Service (CAHT) ‘Be aware of’ (BAO) process



This process should also be followed for tāngata whaiora AWOL from HRBC – or when there is specific concern regarding periods of leave or discharge from inpatient services. The CAHT service do not need to be made aware of routine leave or discharges as current relevant information should be available on CWS including hand written documentation as appropriate.

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3 Patient information

Nil

4 Audit

4.1 Indicators

- Tāngata whaiora ‘AWOL (Absence Without Official Leave) ‘or on leave where there is cause for concern are communicated to the Crisis Assessment and Home Treatment team (CAHT).

4.2 Tools

- Reviews of incidents show that the BAO procedure was utilised when appropriate.

5 Evidence base

5.1 Associated Te Whatu Ora Waikato Documents

- Mental Health [AWOL \(Absent Without Official Leave\)](#) procedure (Ref. 3555)
- Mental Health [Leave – Adult Mental Health Inpatient Wards](#) procedure (Ref. 2184)
- Mental Health [Requests for weekend physical monitoring of service users commencing Clozapine treatment](#) procedure (Ref. 2713)