

Overview and Guide

Document/Tool	Rationale	Recommended implementation
What to Expect From Youth INtact	As part of the promotion of the service, and to increase transparency in our practice.	This will be available on the Youth INtact website and sent out with the welcome letter.
Youth INtact Referral Form	Referral form for self or whānau/service referral.	Contact rangatahi/young person within 24 hrs to clarify referral, present risks and need, and preferences for first appointment. This includes when, where, what cultural support they may need, and who they may bring with them.
Youth INtact Welcome Letter	Letter to rangatahi/young Person acknowledging contact and first appointment.	Send out following phone contact. Include 'What to expect from meeting Youth INtact handout'.
Youth INtact response to referrer letter	To provide feedback to the referrer on the receipt of the referral and likely process.	To be sent to the referrer following contact with the rangatahi/young person and the establishment of an appointment. Include 'What to expect from meeting Youth INtact handout'.
Youth INtact consent and confidentiality form	To clarify privacy and confidentiality with the rangatahi/young person.	Consent is a dynamic process, and should be revisited as needed to allow inclusion of a wider support network including whānau and other supports in the rangatahi/young person's life that they may previously have not wanted to be part of their hauora journey.
Youth INtact Brief Assessment Tool	A template to guide the initial assessment session.	To be completed within the first session. The comments on the left hand side of the assessment template page act as a guide of common focus areas and questions. Practitioners are to use clinical judgement as to what questions are appropriate for whom and at what time.
Youth INtact Brief Assessment Summary and Recommendations letter	To provide feedback to the referrer and/or rangatahi/young person on the brief assessment.	To be sent to the referrer within one week of the assessment appointment.
Youth INtact Comprehensive Assessment Tool	Assessment template and guide for comprehensive assessments.	This assessment tool is to be used if moderate to severe substance dependence and/or co-existing problems are identified within the brief assessment process.
Youth INtact Comprehensive Assessment Timeline Analysis Tool	Interactive template for rangatahi/young person and practitioner to document the development of alcohol and/or drug use and co-existing problems – and the interaction with events and strengths.	Optional Tool utilised during the comprehensive assessment process to support the development of an integrative understanding of the development of concerns.
Youth INtact Comprehensive Formulation Tool	Interactive template for rangatahi/young person and practitioner to understanding the different influences on the development and maintenance of alcohol and/or drug use and co-existing problems.	Optional Tool to support the synthesis of comprehensive assessment information, and increase rangatahi/young person engagement in understanding the development and maintenance of strengths and problems.

<p>Youth INTact Hauora MAP (Rangatahi/young Person) Also referred as the Wellbeing Plan</p>	<p>To provide a central point of collaborative practice with the rangatahi/young person and collaborating practitioners.</p> <p>This forms the treatment plan; treatment review</p> <p>a) Transition Plan</p>	<p>Treatment plan</p>	<p>This plan can be implemented with the rangatahi young person at either the brief assessment session or the appointment following this. However if this is a more complex presentation it may be completed following the comprehensive assessment process and MDT consultation.</p>
		<p>Treatment review</p>	<p>Rangatahi/young person review. Rangatahi/young person is to review this plan at least monthly, where further learning is added to the progressive 'live document'. At the end of each review session, the new information is to be added under the appropriate heading in the Hauora Plan. This is printed from the 'live document' and initialled by the practitioner and rangatahi/young person. This signed review is to be scanned and save on the rangatahi/young person's file, titled Hauora MAP review dated....</p> <p>MDT review. This plan is to be presented to the MDT at least monthly. This discussion is to be logged in the rangatahi/young person's file. Any recommendations can be discussed with the rangatahi/young person at their next appointment</p>
		<p>Transition Plan</p>	<p>This plan can be either sent as a whole document to the rangatahi/young person, referrer, and other collaborative partners (with the rangatahi/young person's consent) or be summarised in a letter under the Hauora plan headings. This may enable the removal of any sensitive information or information of people named within the plan.</p>
<p>Youth INTact Transition Letter</p>	<p>This letter is to inform the referrer and other collaborative partners (with consent of the rangatahi/young person) that the rangatahi/young person is no longer accessing services at Youth INTact.</p> <p>Also introducing Hauora MAP as a collection of their learning over the intervention and any further recommendations</p>	<p>Letter to be sent following the final session with the rangatahi/young person.</p>	