



Mental Health Act

To begin Mental Health Act Treatment, a person is ‘referred’ to the Mental Health Act ‘service’, ‘triaged’ and the referral is ‘accepted’. Once the referral is accepted, a green triangle appears in the Person Dashboard (and in selected worklists) indicating they are in Mental Health Act Treatment.

From the Person Dashboard, the green triangle indicates that this person is under the MHA Act

John ABC IHI: ZAB8063
 DOB: 01/01/1990 (35 Years)
 Gender: Male/Tane
 Person Dashboard

From the Person Dashboard, in the Care Team workspace, the Mental Health Act service is listed with other Services included in this Care Team

Services

- Mental Health Act Active 08/02/2025
- Tumanako Active 10/12/2024
- General Adult Active 04/12/2024

The green triangle is also visible from the (Inpatient) Whiteboard and Crisis Management worklists

Alerts

MHA > MHA Flow Worklist

- MHA
- MHA Flow Worklist
- MHA Additional Forms

If a person is missing from YOUR MHA Flow Worklist, **Add yourself** to the MHA Act Jade Care Team – then you should see them on your MHA Flow Worklist

The MHA Flow Worklist displays all those in your organisation in Mental Health Act Treatment

Alerts	Person Details	Section On	Review Date	Additional Sections	Additional Sections Review Date	Outcome	Responsible Clinician	Key Worker	Location	Address	Notes	Person Status	Process Status	Actions	Process
	M. ABC, A. C. 09/09/2011 ZAB6826	Section 29 - Community Order	05-03-2025	Section 16 - Application for a judicial review	14-03-2025							Potential Lapse	In Progress		

Click here to jump to MHA Service

Person Dashboard – Timeline

Open the Person Dashboard to see that the timeline has the Mental Health Act details. This is where you can view and edit/submit paperwork

06/03/2025

- 18:48 - Section 9 - Notice to attend Psychiatric Assessment
- 18:47 - 8B Certificate to accompany application for assessment
- 18:40 - Mental Health Act Core Document

Orange links in any Timeline give access to draft documents, which can be edited and submitted.

Blue links in any Timeline give access to view and edit submitted documents.

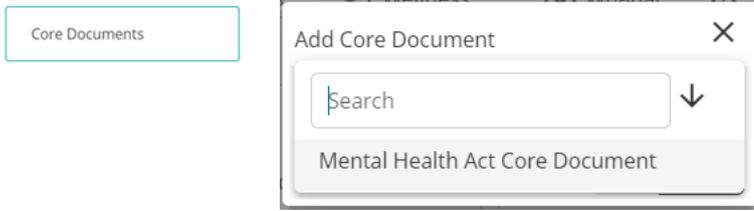
However, once legal MHA documents have been submitted, they cannot be modified. A Caution is displayed to inform Care Providers that each relevant “form will be locked after submission. No further edits will be possible.”

Upload document:

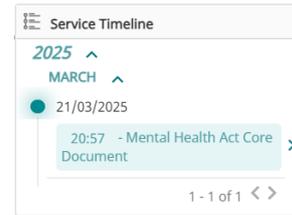
Caution: This form will be locked after submission. No further edits will be possible.

Mental Health Act Core Documents

Care Team members in the Mental Health Act Service, can view and **Add** Mental Health Act Core Documents

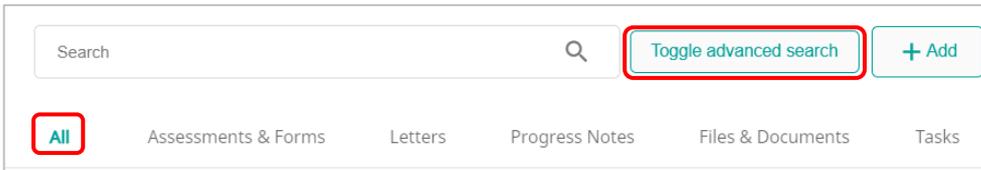


Added Core Documents are visible in the **Timeline** and in **Core Documents**

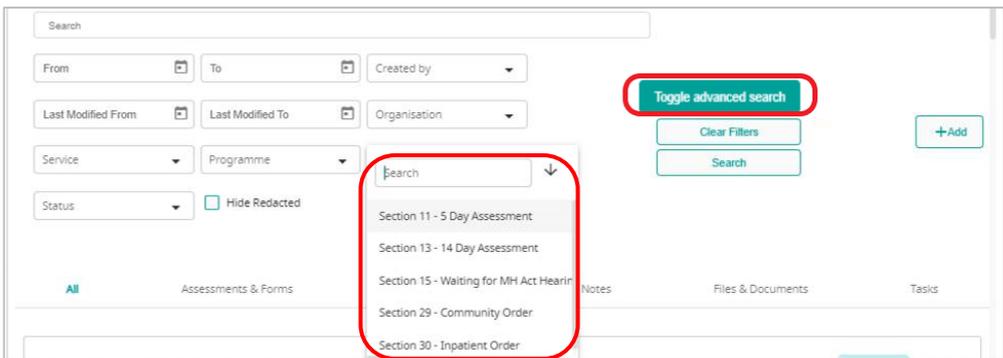


Clinical Records

Added **MHA Legal Documents** AND added **MHA Core Documents** are also visible in **Clinical Records** under **All**. To search for specific documents, click **Toggle advanced search**.

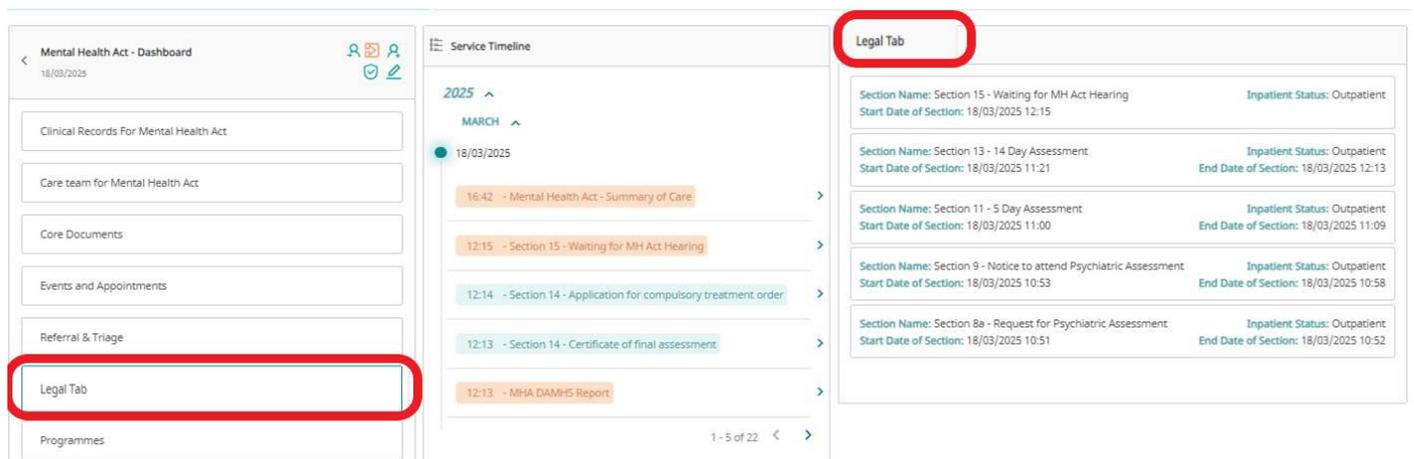


Use the **Forms** drop down list to select the document required.



Legal Tab

The legal tab is useful as a snapshot of the Mental Health Act documents.



When MHA Treatment is completed

1. A person is released from MHA Treatment when one of the legal MHA documents indicates that the Person is now fit to be released from compulsory treatment (or an option to indicate a similar outcome).

The patient is fit to be released from compulsory status Does NOT manifest an abnormal state of mind Is not mentally disordered

When the legal document is Submitted, the **Process Status** changes to **Completed**.

Person Status	Process Status
Released	Completed

2. To change the **Person Status**, use the **Discharge from Service** button to display the **Mental Health Act Summary of Care**. The first field in the Summary of Care requires the selection of an option from the drop-down list: **Lapsed**, **Released** or **Transferred** (if moving out of area). When Submitted, the Service shows as Discharged and the **Person Status** reflects the option selected in the Summary of Care (eg. Released).

Mental Health Act	
Discharged	
11/03/2025	

Mental Health Act Referral and Triage Process (the beginning of the process)

A. Submit a Mental Health Act Referral

Submit a Mental Health Act Referral, either from the **Person Dashboard** OR from the **Referral** worklist:

1. From **Person Dashboard**, click **+ Add referral**

OR From the **Referral** worklist, click **Create**

Referral & Triage

Referral & Triage

+ Add referral

Referral (Completed) & Triage (Accepted) - Refer to Inpatient Facility - 10/12/2024 >

Referral (Completed) & Triage (Accepted) - Adult Mental Health Referral - 04/12/2024 >

If you can't see the **+ Add Referral** button, you are NOT yet part of the Care Team

Create

2. Find the **Mental Health Act Referral**, click **Save**, add details (including mandatory fields), click **Submit**

Please ALWAYS select **Whangārei** as location where service is delivered – it's easier to manage

See [Referrals, Triage and Care Team QRC](#)

Choose where to start the Mental Health Act

If Section 8a-11 has been done outside the system and is in paper copies

- Choose Section 11 in the Triage form using the Section 11 Section Commencement Date
- Scan in the paperwork
- Fill in Section 11 and upload the paperwork

Please notify **Louise Fromont** by email with the Person's NHI as we solidify the process.

If someone started on 8a but the process was stopped before reaching Section 11

- Start on 8a and fill in the details for all the Sections that we completed.
- Upload any paper forms onto the relevant section document.
- On each section there is a decision and if the decision is not to continue, it will automatically show as Potential Release and Louise will manage the process from there.

Phone number tip: when completing section documents which may be seen by a Person or their whanau, rather than include a mobile phone number or an 0800 number (0800 is NOT accepted in MyWai ph fields), please use a **hospital landline number** instead

B. Triage the Referral

3. Select **Priority** (use Very Urgent)
4. **Edit the Triage Form carefully**, especially where the **MHA Section is indicated**, because once completed, **this form cannot be modified**. **Submit** to change status to **Completed**.

Triage Form
Mental Health Act

COMPLETED

Which section of the Mental Health Act is the person on?

Section 8a
 Section 11
 Section 13
 Section 15
 Section 29 - Community Order
 Section 30 - Inpatient
 Section 34 - 6 month ext
 Section 34- 12 month ext

Select one
 Outpatient Inpatient

Address where assessment and treatment to take place, date(s) and reporting time(s)

Name & address of hospital where assessment and treatment to take place

Date assessment and treatment to commence

Date assessment and treatment period to end (should be calculated)

5. **Accept** the referral, add the **Mental Health Act** service to an existing Collaborative Care Team. If Mental Health Act Jade exists, use that, or else add to the team currently working with the Person (eg. **Mental Health and Addictions**), then add individuals to the Mental Health Act Care Team.

Add new Collaborative Care Team or new service to existing Collaborative Care Team

Add service to pre-existing Collaborative Care Team Add a New Collaborative Care Team

Assign to Existing Collaborative Care Team

Mental Health and Addictions

Select service

Service

Mental Health Act

Mental Health Act Care Team

Louise Fromont (Mental Health)

Please **add** to **Adult Mental Health organisation** and **Louise Fromont** to the **Care team** as well as **yourself**, as this will allow Louise to easily help you manage the legal processes.

MHA data migrated from Jade was merged with the current Mental Health Act service, so look for the Mental Health Act Jade Care Team to find the Mental Health Act Service. This is to provide information easily visible.

Choose the active service with the latest date and this will be the one with the workflow added for you to continue. For ease of locating in a person's record this active Mental Health Act service will be green and the discharged service will be red.

HNZ - Te Tai Tokerau - Adult Mental Health
26/09/2007

Mental Health Act Jade
30/11/2006

HNZ - Te Tai Tokerau - Adult Mental Health- Inactive
08/10/2006

How the Mental Health Act Service functions

- The Mental Health Act Service is a workflow built as a guide through the MHA.
- When in the Clinical Records for the Mental Health Act, the middle pane (Timeline) shows the next documents to be completed.
- Blue documents have been completed and orange documents are in draft, ready for use when required for that section.

The screenshot shows the 'Mental Health Act - Dashboard' on the left with a sidebar menu. The central 'Service Timeline' pane is circled in red, showing a list of documents for April 2025: '20:29 - Section 10 - Certificate of Preliminary Assessment' (orange), '20:29 - MHA DAMHS Report' (orange), '20:28 - Section 9 - Notice to attend Psychiatric Assessment' (blue), and '20:28 - BB Certificate to accompany application for assessment' (blue). Below this, for March 2025, is '22:17 - Section 8a - Request for Psychiatric Assessment' (blue). The right pane shows the 'Section 10 - Certificate of Preliminary Assessment' form, which is in 'DRAFT' status. The form includes fields for 'To: The Director of Area Mental Health Services, at:', 'Name of proposed patient: Test Testmha', 'Proposed patient's date of birth: 01-02-2003', and 'Of: 16 Test Street, South Hill, Oamaru 9400'. There is also a checkbox for 'I have examined the proposed patient'.

Note: Because this is a workflow, it is **NOT** possible to edit a document once it has been submitted
Please be extra careful to check the data before clicking **Submit**

Look for other Legal Forms

Some forms are not used all the time and are therefore, not part of the workflow.

Find them under **Assessments & Forms** for the Mental Health Act.

The screenshot shows the 'Mental Health Act - Dashboard' with a sidebar menu. The 'Clinical Records For Mental Health Act' link is circled in red and labeled '1'. The 'Assessments & Forms' link in the top navigation bar is circled in red and labeled '2'. A dropdown menu for 'Assessments & Forms' is open, showing a search bar and a list of forms: 'Authority for ECT treatment (Section 60(b))', 'Letter to Chief Medical Advisor that an Individual is Unfit to Drive under Section 18 of the LTSA Letter - Fit to drive', 'MHA DAMHS Assessment Report', and 'Notice of cancellation of leave (Section 11(5), 13(5) or 31)'. The 'Add' button in the top right is also circled in red.

How to upload a paper document if you have done one outside of a form

If a paper copy of a form or some other legal document has been completed, please upload these into the Mental Health Act Service so it can sit with all the other legal documents and be easily found.

The screenshot shows the 'Upload Document' form. The left pane contains fields for 'Document title' (with a yellow highlight and text 'PUT THE DOCUMENT NAME AND SECTION IT IS FOR'), 'Document category' (Psychiatry), 'Document sub category' (Legal Documents), 'Service' (Mental Health Act), and 'Document date' (4 Apr 2025, 08:19 am). The right pane contains fields for 'Upload date' (4 Apr 2025, 08:19 am), 'Author' (Deborah Fong (Inpatient)), 'Clinical role' (Registrar), and 'Document Status' (Completed). There are also radio buttons for 'Source' (Facility, Patient) and a 'Document' field with a red asterisk and 'This field is required' message.