

Triage & Connect - Escalations

Director : Julie

s 47E, s 47F



Emerging Welfare and Events

Assistant Director: Elise \$ 47E, \$ 47F

Purpose:

 The purpose of Emerging Welfare Event is to provide a streamlined approach across DVA for staff reporting concerns regarding Veteran risk of Self-harm or Suicide.

- An Emerging Welfare Event is a brief intervention by a mental health clinician with a focus on a needs assessment of the client's safety and wellbeing.
- A referral ensures priority risk assessment and a coordinated rapid response.
- This presentation will describe how to refer and what the process is.

Emerging Welfare and Events Clinicians

Emerging Welfare and Events clinician and referral **should not replace a call to Emergency services** when required.

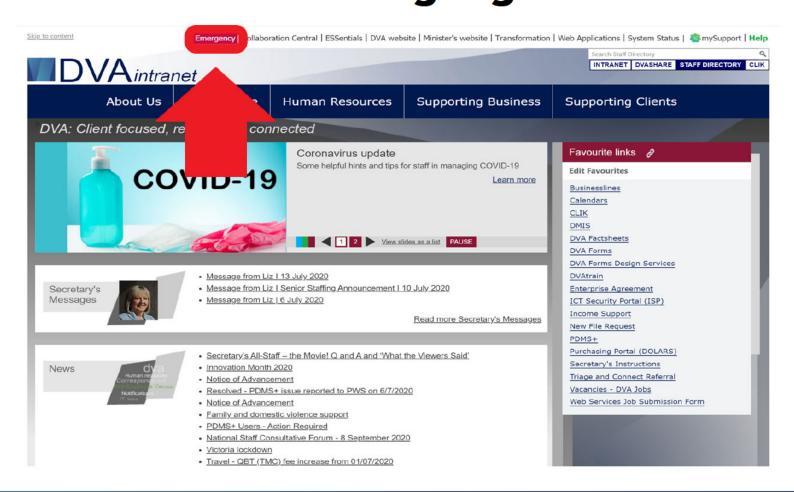
If a client is at serious and imminent risk of self-harm and/or harm to others, **DVA Security policy** must be followed in the first instance by calling 000.

Emerging Welfare and Events can support you in this process in two ways:

- a) EWE will contact the referrer to discuss and provide support if needed;
- b) support and advice in assessing the need for intervention by emergency services;

EWE will provide a wellbeing check and follow-up support to the client after the immediate threat has been managed.

How to make a referral for an Emerging Welfare Event



DVA Intranet page



Emergency Tab



Emerging Welfare and Event Referral form

Referral form

Contact -

- You may be contacted about referrals submitted with minimal information before they can be progressed by Emerging Welfare and Events.
- Please advise if the EWE is for reporting purposes only. List the Senior Clinician's name for our records.

Timeframe -

 Aim to make initial contact with all new referrals within 24-48 hours An Emerging Welfare Event is defined as any event where the immediate concern includes:

- · threats of self-harm by a client and/or
- threat of suicide
- · serious, immediate concerns regarding a client's safety or welfare

Please complete as many details as possible within the form below. Once completed member of Triage and Connect will respond as soon as possible.

When submitting an Emerging Welfare Event please follow these steps:

- Notify your Team Leader or Manager
- · If you require immediate assistance or information call Triage and Connect on 02 9213 7002 during business hours
- · Complete and submit an online Emerging Welfare Event Referral Form
- You are encouraged to access the Employee Assistance Program (EAP) services as soon as possible after an Emerging Welfare Event
 has occurred

In an emergency situation, contact emergency services on 0-000 in the first instance – an Emerging Welfare Referral can be completed following this.

Event type	
Emerging welfare event - type *	 Threat of self-harm and/or suicide Serious, immediate concerns regarding a client's welfare or wellbeing
Client's details	
Name of client	
Phone number	
DVA file number	
Details of incident	
Date and time of incident or contact *	15/09/2021
Location of incident or contact *	
Description of contact with client *	

Referral form – Questions that you will be asked.

DVA staff are encouraged to refer any Emerging Welfare Event.

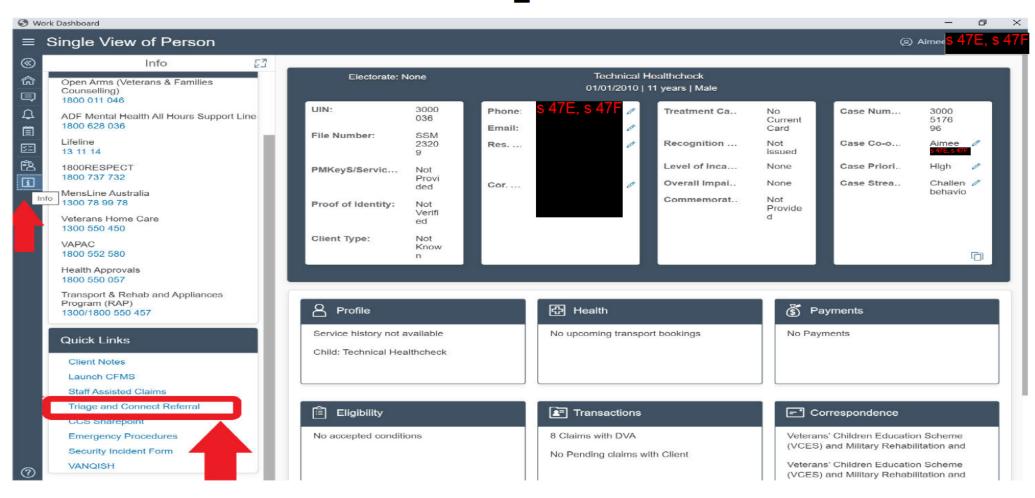
- Specify the particular issues or indicators – include any external providers contact details.
- The referral form includes a list of indicators to guide you, so select all that apply and provide comments where relevant.
- Has 000 been contacted?
- Has the client been hospitalised?
- The more information you provide in your referral, the more seamless the process is for you as the referrer, and for the client.

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nce completed member of Triage and Connect will respond as soon
steps:
nd Connect on 02 9213 7002 during business hours al Form n (EAP) services as soon as possible after an Emerging Welfare Event
n the first instance – an Emerging Welfare Referral can be
☐ Threat of self-harm and/or suicide ☐ Serious, immediate concerns regarding a client's welfare or wellbeing
15/09/2021 3 PM V 00 V
Please provide as much detail regarding exact language used by client as possible, including any references to self-harm or suicide.
Please provide detailed information of any plan if mentioned including exact wording used if possible.
4
?
Please provide details.
Please provide details regarding any changes to the client's immediate circumstances that you may be aware of.
Please detail any action taken. If emergency services have been contacted please provide date and time of contact and any job or reference number.
Please detail any other actions have been taken – have you contacted anyon else in relation to this matter, have any friends or family of the client or treating providers been contacted?
Please provide contact details for any emergency contact of the client eg: spouse, next of kin, treating doctor.

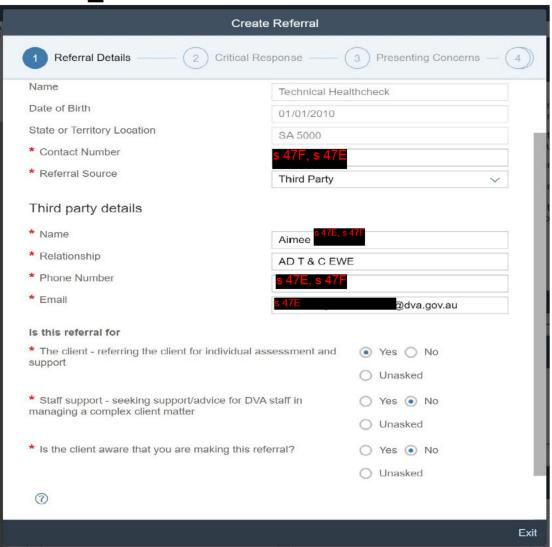
- these can be added using the 'Attach file' option in the menu above this for



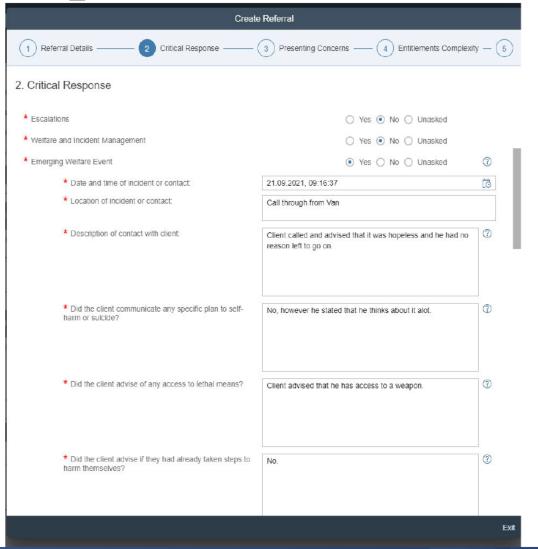
How to complete a referral through SVOP Step 1.



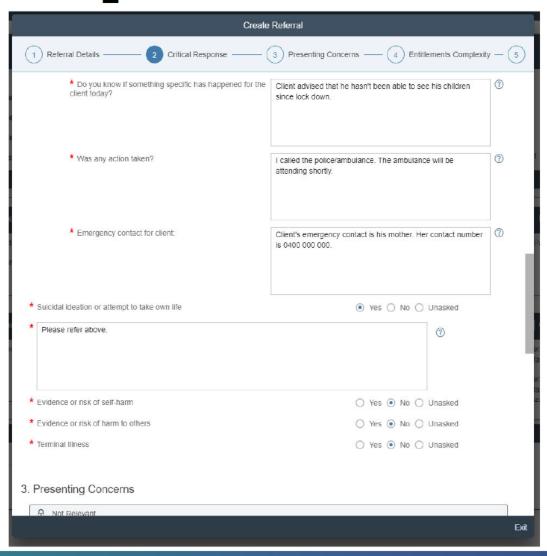
Step 2.



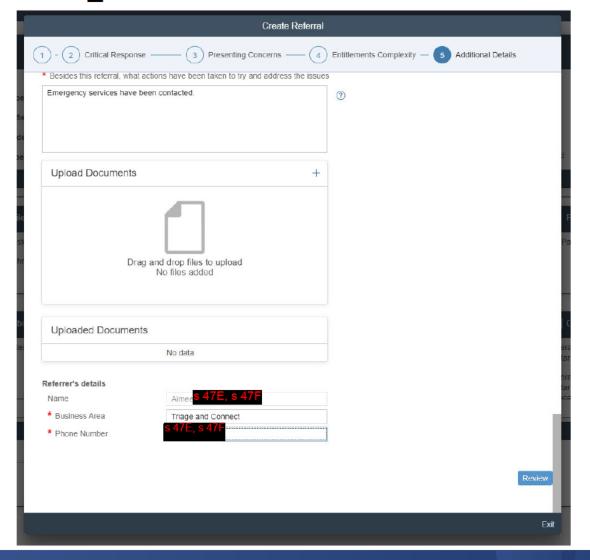
Step 3.



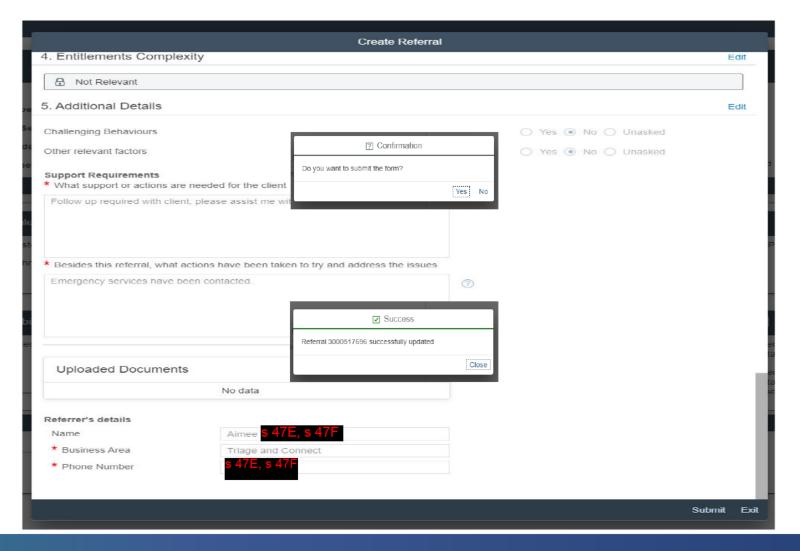
Step 4.



Step 5.



Review and Submit.



In Summary: When to make a referral?

- When client presents with imminent risk to self and/or others and is requiring a rapid DVA clinical response
- The referrer is required to contact 000 or emergency services prior to making the referral if needed



Contact details

You can contact Emerging Welfare and Events at:

- @dva.gov.au or ext.
- s 47E or softphone call queue DVA CCS

Emerging Welfare Events (internal calls only).

Monday to Friday 9am – 5pm (AEST or AEDT).



Questions?

 Thank you for taking the time to attend this presentation. Please let us know if you have any queries.

Emergency Information

Emergency Services call 0-000

Report all incidents to your team leader or manager. In the case of a threat of serious, imminent harm, report to emergency services on 0-000.

Only one form needs to be submitted. Both Triage and Connect and DVA Security work together to achieve client outcomes.

Emerging Welfare Event

Submit an Emerging Welfare Event Form

An Emerging Welfare Event Form will be submitted to Triage and Connect where the immediate concern includes:

- · threats of self-harm and/or
- · threat of suicide
- · serious concern regarding a client's safety or wellbeing

Please contact Triage and Connect Escalations during business hours (9-5pm AEST) on \$47E / via soft phone Queue DVA CCS Emerging Welfare Events or \$47E @dva.gov.au if you would like support, advice or assistance in an emergency client situation, for more information click here.

Security Incident

Submit a Security Incident Form

A Security Incident Form is submitted when there is an incident such as:

- threats to others
- · concerns for security of DVA staff or visitors
- · unauthorised entry to department premises
- possible loss or disclosure of offical information

A security incident becomes a critical security incident when there is imminent r wellbeing of others. For more information click <u>here</u>.

Bomb Threat

Submit a Bomb Threat Checklist

Select this checklist to help guide you through the conversation if someone has made a bomb threat. The checklist must be submitted to Security for reporting purposes. After you have submitted the checklist, immediately notify the Security team by calling 0409 001 265.

Emergency Information

Emergency Evacuation Protocol

On hearing the ALERT tone ('beep beep') employees should (time and location |

- · return to their area;
- collect personal belongings;
- · secure sensitive material;
- · close cabinets, drawers etc.
- shut down computers and other electronic devices; and await further instruct

Work Health and Safety

First Aid Policy - DVA's national rules for the provision of first aid.

<u>Injuries and accidents</u> - Requirements for reporting injuries or accidents in DVA (including near misses and events that resulted in no injury).

Health & Safety representatives - Health & Safety Representatives (HSRs) represent the health and safety interests of DVA workers to DVA management.

Complete a <u>Health & Safety Incident Report Form</u> if there has been an injury or illness to a person as a result of the security incident

State Emergency Information

First	Emergency Wardens	Emergency Plans and Other Information
	ACI	ACT
	NSW	<u>NSW</u>
	NT	<u>NT</u>
	QLD	QLD
	<u>SA</u>	<u>SA</u>
	TAS	TAS
	VIC	<u>VIC</u>
	<u>WA</u>	<u>WA</u>

SharePoint

Collaboration Site > Bu	siness Uni	its >	Support	>	Forms
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Save	Cancel
Save	Cancel

An Emerging Welfare Event is defined as any event where the immediate concern includes:

- threats of self-harm by a client and/or
- threat of suicide
- serious, immediate concerns regarding a client's safety or welfare

Please complete as many details as possible within the form below. Once completed member of Triage and Connect will respond as soon as possible.

When submitting an Emerging Welfare Event please follow these steps:

- Notify your Team Leader or Manager
- If you require immediate assistance or information call Triage and Connect on 02 9213 7002 during business hours
- · Complete and submit an online Emerging Welfare Event Referral Form
- You are encouraged to access the Employee Assistance Program (EAP) services as soon as possible after an Emerging Welfare Event
 has occurred

In an emergency situation, contact emergency services on 0-000 in the first instance – an Emerging Welfare Referral can be completed following this.

Event type	
Emerging welfare event - type *	☐ Threat of self-harm and/or suicide ☐ Serious, immediate concerns regarding a client's welfare or wellbeing
Client's details	
Name of client	
Phone number	
DVA file number	
Details of incident	
Date and time of incident or contact *	22/02/2022 III 10 AM 🗸 00 🗸
Location of incident or contact *	
Description of contact with client *	

Please provide as much detail regarding exact language used by client as possible, including any references to self harm or suicide.

Did the client communicate any specific plan to self-harm or suicide?

	Please provide detailed information of any plan if mentioned including exact wording used if possible.
Did the client advise if they had already taken steps to harm themselves?	
Do you know if something specific has happened for the client today?	Please provide details.
	Please provide details regarding any changes to the client's immediate circumstances that you may be aware of.
	Please detail any action taken. If emergency services have been contacted please provide date and time of contact, and any job or reference number.

Other action taken

Emergency contact for client	Please detail any other actions have been taken – have you contacted anyone else in relation to this matter, have any friends or family of the client or treating providers been contacted?
	Please provide contact details for any emergency contact of the client eg: spouse, next of kin, treating doctor.
Person completing this report	,
Report completed by - name *	
Report completed by - team name *	
Your contact phone number	
Your location	
Alternative contact name and phone number in your team	
Attachments - these can be added using the 'Attach file' option in t	the menu above this form.

DVA Intranet > Supporting Clients > Client Relationship Management > Triage and Connect

Triage and Connect

To refer a client to Triage and Connect use the referral form.

NOTE: VAN staff are to submit referrals to Triage and Connect via Single View of Person Client Hub. This will shortly become the centralised referral portal for all Triage and Connect referrals. The web referral form remains in place for all other business areas until further notice.

In an emergency, please refer to DVA Emergency Procedures.

Quick links

- » Emergency procedures
- » Client Support Framework
- » Triage and Connect Referral Form

What is Triage and Connect?

Triage and Connect was established as a centralised referral point to ensure timely and appropriate support for clients and their families who require additional support due to risk, vulnerab

Triage and Connect acts as a single 'front door' to services available to clients within DVA's <u>Client Support Framework</u>. Any DVA, Open Arms or ADF representative can refer a client with corr circumstances to Triage and Connect for assessment and/or advice.

Triage and Connect is staffed by experienced Complex Case Managers who undertake holistic assessment of a dient's individual circumstances and identify appropriate pathways for suppor assessment, review of DVA eligibility, benefits and services, and links to support services.

In assessing each referral, Triage and Connect will determine the necessary actions and will consider which support programs and services offered by DVA, as well as external services, may be the client's needs. Triage and Connect will conduct an assessment and coordinate an appropriate response and resolution, and provide you with feedback on the outcome of referral.

During business hours, Triage and Connect can provide the following services:

- Short-term case management and intake assessment for services/programs within the Client Support Framework;
- · Advice regarding emergency intervention and managing situations relating to risk (e.g. threat of suicide or harm to self);
- · Consultancy service to provide advice and support to business areas or individual staff in managing dients with complex needs.

When to refer to Triage and Connect?

There are many reasons you may wish to refer a dient to Triage and Connect. Some examples of circumstances that indicate a referral should be made include:

- client indicators are present and the client needs assistance to access services and support (e.g. homelessness, financial distress, domestic violence);
- a client is having difficulty navigating the DVA claims process and/ or getting access to the benefits and services they need within normal service channels;
- intervention is needed to overcome a complex issue and/or an issue is unable to be resolved within existing business processes and escalation practices, and further action is needed t involved.

DVA staff are encouraged to refer any client where any Triage and Connect indicators are present and intervention is needed to ensure the client receives the right support, at the right time

How to make a referral

You can refer a client to Triage and Connect by completing the online referral form. If possible, seek the client's consent prior to making the referral.

The referral form includes a list of indicators to guide you, so select all that apply and provide comments where relevant. You may be contacted about referrals submitted with minimal infor can be progressed by Triage and Connect. Staff are encouraged to contact Triage and Connect for advice if they are unsure about any referral.

Triage and Connect aim to make initial contact with all new referrals within 5 working days whilst also prioritising urgent actions according to need.

If your referral is urgent – please follow up with a phone call to the Triage and Connect team on 1800 VETERAN. Please note Triage and Connect is only available during business ho outside of business hours (AEST or AEDST) will not be reviewed until the next business day.

Emerging Welfare Events

If a client is at serious and imminent risk of self-harm or suicide, <u>DVA Emergency Procedures</u> must be followed by calling 0-000.

All DVA staff are responsible for managing client safety and determining if emergency services are required to be engaged. Triage and Connect can support you in this process in two ways:

- 1. support and advice in assessing the need for intervention by emergency services;
- 2. provide a wellbeing check and follow-up support to the client after the immediate threat has been managed.

For urgent advice, contact Triage and Connect on 1800 VETERAN (during business hours only).

Escalations

Triage and Connect also manages and responds to requests by the Minister's Office, senior executive or other stakeholders and provides specialised reporting such as Hot Issue Briefs. Contate at a serious section of the stakeholders and provides specialised reporting such as Hot Issue Briefs. Contate at a serious section of the stakeholders and provides specialised reporting such as Hot Issue Briefs. Contate at a serious section of the stakeholders and provides specialised reporting such as Hot Issue Briefs. Contate at a serious section of the stakeholders and provides specialised reporting such as Hot Issue Briefs.

Consultancy and advice

Triage and Connect acknowledge that many business areas will have ongoing relationships with clients in conducting their DVA business. If you have any concerns around a client's behavior contact Triage and Connect as soon as possible, as early intervention is key.

Triage and Connect can assist you with information or advice about supporting clients who are vulnerable, complex or at-risk. Experienced Complex Case Managers can help you to develop to support individual clients and discuss ways to optimise your communication and interactions going forward.

Contact details

You can contact Triage and Connect at \$ 47 E Odva.gov.au or by calling 1800 VETERAN (during business hours, Monday to Friday 9am – 5pm AEST or AEDST).

Triage Referral Indicators

Triage and Connect

Triage and Connect is a new process for DVA. It provides a single front door for staff to refer clients which have been identified as having concerning issues or who need additional support. The Triage and Connect team will assess the case, identify solutions and facilitate appropriate referrals to address the issues and meet the client's needs.

The majority of DVA's clients can be managed by existing business processes, however where this does not meet the needs of a client and urgent additional support is required, a referral to Triage and Connect may be necessary.

Referral

Any staff member of DVA can refer a client to Triage and Connect via the form on the Intranet. A referral to the Triage team may be appropriate where:

- intervention is needed to overcome a complex issue, provide critical support to a client, and/or prevent an unfavourable outcome,
- one or more of the referral risk factors (see below) listed are present, and
- existing business processes or departmental policies have failed to meet the needs of the client and/or the Department.

Referrals will be quickly assessed and, where required, Triage will intervene to quickly stabilise the client's urgent issues. This can include contact from a mental health professional. Where issues can be resolved without intervention by Triage, the case will be referred back to the most appropriate business area to manage with clear guidance for the way forward.

Triage will attempt to resolve matters without the need to contact the client, however in some cases clients will be contacted to further discuss their circumstances. This means clients may not always know they are being managed through the Triage and Connect process.

Role

Triage will work in tandem with existing DVA processes such as Security, VVCS, CCS, and the Media team. Referrals received by Triage will also be channelled to other relevant areas to streamline the assessment process and provide the client with the most appropriate level of support. This includes assessment for Coordinated Client Support.

Business groups are encouraged to attempt to resolve complex case matters directly with other areas prior to referring onto Triage, unless the circumstances are particularly high risk or critical.

The Triage Team does not provide crisis intervention. If a client is at serious and imminent risk of self-harm and/or harm to others, DVA security policy must be followed in the first instance (Refer to the <u>Security Page</u> for more information). A referral to the Triage team may be appropriate after the immediate threat has been managed, to provide ongoing and follow up support to the client.

Triage Workflow

Client case referred to Triage

- •Referral form completed on Intranet.
- Reviewed and Triage intervention confirmed.
- If Triage intervention not indicated, case will be referred to relevant business area with proposed actions. Line area will need to report back to Triage once client case is deemed as resolved.

Triage <u>Ass</u>essment

- •Referral made to clinical support worker as required.
- Triage will review case and assign urgency level. Client contact arranged where needed.
- Triage will contact relevant line areas for background / updates / action and provide timeframes based on urgency level.
- Matters investigated and coordinated by Triage to resolution.

Handover

- Once issues are managed Triage will conduct a warm handover to relevant business area(s).
- •Triage will provide a high level summary of outcomes and lessons learned to all relevant parties.
- Triage will upload client's Triage file to their UIN file so business areas in future can view a whole-of-person snapshot of the client.
- •Systemic issues captured for referral to Senior Executives to inform procedural and policy reforms.

Contact points

Triage and Connect
Director (a/g)
Assistant Director
Triage Coordinator
Triage Coordinator

Karly <mark>s 47E, s 47F</mark> Phoebe ^{147E, s 477} Jason ^{347E, s 477} O'Hara

s 47E s 47E s 47E s 47E

If you would like more information you can email the Triage team at

s 47E

@dva.gov.au.

Triage Referral and Assessment Indicators

<u>Please note:</u> the occurrence of the indicators does not guarantee intervention by the Triage Team.

Legal issues

Critical Response	Client Risk Indicators	Client Behaviours	Claims / Entitlement Complexity
 Risk of self-harm/harm to others Suicidal ideation or attempt Financial crisis No identified protective factors Terminal illness ADF incident (e.g. deployment death, service accident) Suicide notifications 	 Homelessness Mental health concerns Financial hardship Unemployment Relationship breakdown Complex family circumstances Alcohol/drug misuse Recent discharge from hospital/treatment facility 	 Unreasonable persistence Unreasonable demands Unreasonable lack of cooperation Unreasonable arguments Unreasonable behaviours, including aggressive and/or threatening behaviours towards staff *NOTE: Managed Access has responsibility 	 Policy/legislative barriers to achieving client outcomes Multi-Act eligibility Overpayments Administrative/Dept errors, particularly where these have led to hardship Inability to access critical support or services
Departmental Risk Indicators	 Social isolation Domestic violence Chronic pain Significant barriers to appropriate 	for management of referrals on the sole basis of Client Behaviours.	 Unique case circumstances not covered by existing policies Involvement of multiple claims areas/teams 'Wicked problems'
 Media interest/high profile Risk to departmental reputation Errors in decision making or service leading to catastrophic client outcomes Ministerial involvement/interest 	 outcomes Lack of supports (family, advocacy) Not seeking/receiving treatment Acute/chronic health conditions High degree of impairment Assault/abuse experiences Multiple hospitalisations Medication misuse/abuse Traumatic injuries (amputations, TBI, etc) Cognitive impairment Poor health literacy 		High needs unable to be met within existing limits or eligibility (e.g. review of liability to provide treatment coverage)

Definition:	Critical Response Matters requiring immediate/urgent intervention to manage serious risk or respond to significant issues.	Departmental Risk Indicators Matters impacting upon the reputation or operations of the Department requiring high-level oversight.	Client Risk Indicators Factors impacting on the health, safety and wellbeing of DVA clients and families, often indicating a need for further support.	Client Behaviours Behaviours or actions consistent with the Unreasonable Complainant Conduct (UCC) Framework.	Claims / Entitlement Complexity Complex claims or eligibility imposing barriers to meeting client and/or departmental needs.
DVA Security Manages security incidents where risk to safety of individual clients, staff or property exists.	X Where matters relate to threats of harm to self, others or property.			X DVA Security should be notified of any threats made by clients.	
Triage Undertakes assessment and referral for resolution of complex, high-level issues requiring a coordinated approach. Conducts mental health assessments as required.	х	Х			Х
Coordinated Client Support Provides a point of contact to clients with complex needs requiring additional support to access to DVA benefits and services.	х		Х		X
Case Management Pilot (via Triage) Provides intensive and coordinated support to meet identified needs of veterans and families with complex/multiple needs.	х		х		
VVCS Provides access to ongoing counselling support with client consent.	X Where ongoing VVCS support is needed		X Where ongoing VVCS support is needed		
Managed Access (formerly Client Liaison Unit) Managed Access provides a single point of contact to clients with contact restrictions as per the Unreasonable Complainant Conduct (UCC) Framework.				X Where the UCC framework has been appropriately followed	