

# **Adult Social Care and Health Directorate**

## **OPPD and DCALDMH Divisions**

### **OPPD and MH Team to Team Interim Referral Arrangements**

**Community Mental Health Team/Primary Care and Early  
Discharge Planning Team referrals between Older  
Persons and Physical Disability Service (interim)**

Issue date	29 October 2018
Version	3
Review date	March 2019
Owner	Janice Duff, Assistant Director OPPD Cheryl Fenton, Assistant Director Mental Health



## Version Control

Date	Version No.	Summary of Change	Reviewed By
18/09/18	2	Amended tables in Appendix 1 to reflect current OPPD structure	Teresa Ellison
29 /10/18	3	Amended tables in Appendix 1 to reflect current MH structure	Kika Wilson

### **Referral from Community Mental Health Team (CMHT)/Primary Care (PC)/Early Discharge Planning Team (EDPT) to Older People and Physical Disability (OPPD):**

- CMHT/Primary Care/EDPT to firstly seek verbal consultation with the local OPPD Team Manager to ascertain whether a referral is appropriate. Having accepted the referral, the OPPD practitioner will follow the ARMS/Integrated Triage (Appendix One) referral process and at this point also advise ARMS that OPPD have agreed and are expecting their referral. Any differing of professional opinion regarding acceptance of a referral should be escalated to the Mental Health Social Care Team Leader or Service Manager to discuss with the OPPD Team Manager. If a decision cannot be resolved at this stage the Mental Health Service Manager will escalate to OPPD Service Manager (Appendix One).
- Referrals to be made to OPPD on an up to date Short BICA Assessment Form (available on KNet) which will clearly indicate all the person's physical and mental health needs.
- On the same day, ARMS will forward OPPD referral to the email address related to the OPPD team where the individual is currently residing (Appendix One) unless an Out of County placement, where the referral would then go to the same OPPD locality team as the funding CMHT. For example, a service user who lives in a Medway placement funded by Maidstone then the referral will go to Maidstone OPPD.
- OPPD will carry out the joint visit with the CMHT/EDPT/PC Social Worker within 28 working days of receipt of the referral. For service users on acute Mental Health wards (Littlebrook, Dartford; Priority House, Maidstone and St Martin's, Canterbury) there will be an expectation that the joint assessment between OPPD and CMHT/EDPT/PC will commence within 5 working days from receipt of referral.
- If there is a Safeguarding or Quality in Care issue, then the referring practitioner needs to email or telephone the OPPD team to advise of this to ensure that the assessment can be prioritised.
- Delayed Transfer of Care (DToC) cases will be considered a priority by CMHT/EDPT/PC and OPPD and to commence within 5 working days from receipt of referral.

## **Referrals to CMHT from OPPD:**

- Referrals to CMHT from OPPD to be completed on a Short BICA and to be sent to the Mental Health Team Leader for the service user's locality (Appendix One).
- Case will be allocated within 28 days and joint contact with the service user to will be made between OPPD and CMHT/EDPT/PC.
- OPPD will carry out the joint visit with the CMHT/EDPT/PC Social Worker within 28 working days of receipt of the referral. For service users on acute Mental Health wards (Littlebrook, Dartford; Priority House, Maidstone and St Martin's, Canterbury) there will be an expectation that the joint assessment between OPPD and CMHT/EDPT/PC will commence within 5 working days from receipt of referral.
- If there is a Safeguarding or Quality in Care issue then the referring practitioner needs to highlight this at time of referral.
- Delayed Transfer of Care (DToC) cases will be considered a priority by OPPD and CMHT/EDPT/PC and to commence within 5 working days from receipt of referral.

Any issues with making or gaining a response in relation to a referral to the CMHT will be escalated to the Mental Health Social Care Team Leader in the first instance and if required onto the Service Manager (Appendix One). If this is unsuccessful, escalate to Cheryl Fenton, Assistant Director for Mental Health, KCC.

## **Funding:**

There is currently no formula to ascertain a funding split, therefore, it is agreed for the interim that a 50/50 split will be applied unless Senior Team Members can clearly identify and agree a fairer split based on need.

Placements are not to be delayed due to funding disputes and once funding is agreed this will be backdated to the placement date.

## **Panels:**

Panels from both services need to be involved with approving an appropriate placement.

OPPD Panel meet once per week and agree the appropriateness of a placement and/or care package. This application will then be forwarded via the OPPD authorisation process to the correct level for funding agreement.

Mental Health Complex Needs Panel (CNP) meet bi-weekly and respond to urgent request via a virtual panel, to agree the appropriateness of a placement and High Cost Care Packages over £310.00. It is important to note that CNP does not agree funding which is agreed to by the Service Manager in each CMHT locality or the EDPT Service Manager to avoid delayed discharges.

However, if a new joint placement and/or high cost package is being led by OPPD then the CMHT/EDPT/PC practitioner does not need to attend CNP as this would duplicate the scrutinising process. The OPPD discussion details and outcome is to be emailed to the Complex Needs Panel Mailbox to inform CNP and provide assurance that the proposed

placement is considered appropriate. The CNP will require the usual application paperwork along with a copy of the joint Short BICA Assessment Tool, including proposed duration, review and monitoring arrangements. If required and to avoid unnecessary delays in placement, a CNP virtual panel will be arranged to approve the proposed joint placement.

## **APPENDIX ONE: Contact Details**

### **OPPD Contacts:**

Fiona Dempster ( <a href="mailto:fiona.dempster@kent.gov.uk">fiona.dempster@kent.gov.uk</a> )	Ashford – Kroner House	03000 411612	<a href="mailto:OPPDPIISManagementAshford@kent.gov.uk">OPPDPIISManagementAshford@kent.gov.uk</a>
Amanda Johnson ( <a href="mailto:amanda.johnson@kent.gov.uk">amanda.johnson@kent.gov.uk</a> )	Canterbury – Brook House	03000 418636	<a href="mailto:OPPDPIISManagementCanterbury@kent.gov.uk">OPPDPIISManagementCanterbury@kent.gov.uk</a>
Maria Tucker ( <a href="mailto:maria.tucker@kent.gov.uk">maria.tucker@kent.gov.uk</a> )	West Kent South – Worrall House	03000 412388	<a href="mailto:OPPDPIISManagementWKS@kent.gov.uk">OPPDPIISManagementWKS@kent.gov.uk</a>
Tracey Gravestock ( <a href="mailto:tracey.gravestock@kent.gov.uk">tracey.gravestock@kent.gov.uk</a> )	West Kent North – Oxford Road	03000 411483	<a href="mailto:OPPDPIISManagementWKN@kent.gov.uk">OPPDPIISManagementWKN@kent.gov.uk</a>
Clare Young ( <a href="mailto:clare.young@kent.gov.uk">clare.young@kent.gov.uk</a> )	Thanet – St Peters House	03000 411251	<a href="mailto:OPPDPIISManagementThanet@kent.gov.uk">OPPDPIISManagementThanet@kent.gov.uk</a>
Clair Rolfe ( <a href="mailto:clair.rolfe@kent.gov.uk">clair.rolfe@kent.gov.uk</a> )	Shepway – Cheriton Office (Motis)	03000 411216	<a href="mailto:OPPDPIISManagementShepway@kent.gov.uk">OPPDPIISManagementShepway@kent.gov.uk</a>
Belinda Rotchell ( <a href="mailto:belinda.rotchell@kent.gov.uk">belinda.rotchell@kent.gov.uk</a> )	Dover/Deal – Thistley Hill	03000 411367	<a href="mailto:OPPDPIISManagementDoverandDeal@kent.gov.uk">OPPDPIISManagementDoverandDeal@kent.gov.uk</a>
Joanne Godden ( <a href="mailto:joanne.godden@kent.gov.uk">joanne.godden@kent.gov.uk</a> )	Swale – Avenue of Remembrance	03000 414606	<a href="mailto:OPPDPIISManagementSwale@kent.gov.uk">OPPDPIISManagementSwale@kent.gov.uk</a>
Vacant Post (Contact Email Box) or Richard Munn Service Manager	DGS – Joynes House	03000 413094	<a href="mailto:OPPDPIISManagementNorthKent@kent.gov.uk">OPPDPIISManagementNorthKent@kent.gov.uk</a>

<b>Service Manager OPPD</b>	<b>Locality</b>
Teresa Ellison <a href="mailto:Teresa.Ellison@kent.gov.uk">Teresa.Ellison@kent.gov.uk</a>	SKC and Thanet
Mark Wiles <a href="mailto:mark.wiles@kent.gov.uk">mark.wiles@kent.gov.uk</a>	West Kent (West Kent North and South)
Ann Redman <a href="mailto:Ann.Redman@kent.gov.uk">Ann.Redman@kent.gov.uk</a>	Ashford and Canterbury (inc Faversham)
Richard Munn <a href="mailto:Richard.Munn@kent.gov.uk">Richard.Munn@kent.gov.uk</a>	North Kent (DGS) and Swale

<b>ARMS</b>	<b>Locality</b>
<a href="mailto:OPPDARMSShepwayDoverDealThanet@kent.gov.uk">OPPDARMSShepwayDoverDealThanet@kent.gov.uk</a>	SKC and Thanet
<a href="mailto:OPPDARMSWestKent@kent.gov.uk">OPPDARMSWestKent@kent.gov.uk</a>	West Kent (North & South)
<a href="mailto:OPPDARMSAshfordCanterburyCoastal@kent.gov.uk">OPPDARMSAshfordCanterburyCoastal@kent.gov.uk</a>	Ashford and Canterbury (inc Faversham and Sandwich)
<a href="mailto:OPPDARMSNorthKentSwale@kent.gov.uk">OPPDARMSNorthKentSwale@kent.gov.uk</a>	North Kent (DGS) and Swale

## **CMHT/EDPT/PC Contacts:**

<b>CMHT</b>	<b>Senior Admin</b>	<b>Team Leader</b>	<b>Service Manager</b>
Maidstone 23 – 29 Albion Place, Maidstone ME14 5DY 01622 766900	Dawn Chaple <a href="mailto:Dawn.chaple@kent.gov.uk">Dawn.chaple@kent.gov.uk</a>	Will Parsons <a href="mailto:will.parsons@kent.gov.uk">will.parsons@kent.gov.uk</a>	Janine Hudson <a href="mailto:janine.hudson@kent.gov.uk">janine.hudson@kent.gov.uk</a>
South West Kent Highlands House 10-12 Calverley Park Gardens, Tunbridge Wells TN1 2JN 01892 709211	Carol Whay <a href="mailto:Carol.whay@kent.gov.uk">Carol.whay@kent.gov.uk</a>	Stafford Corbett-Smith <a href="mailto:Stafford.corbett-smith@kent.gov.uk">Stafford.corbett-smith@kent.gov.uk</a>	Steve Lewis <a href="mailto:steve.lewis@kent.gov.uk">steve.lewis@kent.gov.uk</a>
DGS Arndale House, 18-20 Spital Street, Dartford DA1 2DL 01322 622230	Elaine Harris <a href="mailto:Elaine.harris@kent.gov.uk">Elaine.harris@kent.gov.uk</a>	Eva McPartland <a href="mailto:Eva.mcpartland@kent.gov.uk">Eva.mcpartland@kent.gov.uk</a>	Gareth Locke <a href="mailto:gareth.locke@kent.gov.uk">gareth.locke@kent.gov.uk</a>
Ashford Eurkea Business Park, Eureka Place, Trinity Road, Ashford TN25 4BY 01233 658100	Jan Palmer- Holdstock <a href="mailto:Jan.palmer-holdstock@kent.gov.uk">Jan.palmer-holdstock@kent.gov.uk</a>	Nick Esson <a href="mailto:Nicholas.esson@kent.gov.uk">Nicholas.esson@kent.gov.uk</a>	Marie Gallagher <a href="mailto:marie.gallagher@kent.gov.uk">marie.gallagher@kent.gov.uk</a>
SKC Shepway Ash Eton, Radnor Park West, Folkestone CT19 5HL 01303 227510	Kimberley Standish <a href="mailto:Kimberley.standish@kent.gov.uk">Kimberley.standish@kent.gov.uk</a>	Vicky Selman <a href="mailto:Victoria.selman@kent.gov.uk">Victoria.selman@kent.gov.uk</a>	Lyndsey Johnson <a href="mailto:lyndsey.johnson@kent.gov.uk">lyndsey.johnson@kent.gov.uk</a>
SKC Dover Coleman House, Brookfield Avenue, Dover CT1 2AH 01304 216666	Chris Benstead <a href="mailto:Christine.benstead@kent.gov.uk">Christine.benstead@kent.gov.uk</a>	Vicky Selman <a href="mailto:Victoria.selman@kent.gov.uk">Victoria.selman@kent.gov.uk</a>	Lyndsey Johnson <a href="mailto:lyndsey.johnson@kent.gov.uk">lyndsey.johnson@kent.gov.uk</a>
Canterbury Laurel House, 41 Old Dover Road, Canterbury CT1 3HH 01227 597111	Stella Leitner <a href="mailto:jayne.kilvington@kent.gov.uk">jayne.kilvington@kent.gov.uk</a>	Helen Quinn <a href="mailto:Helen.quinn@kent.gov.uk">Helen.quinn@kent.gov.uk</a>	Marie Gallagher <a href="mailto:marie.gallagher@kent.gov.uk">marie.gallagher@kent.gov.uk</a>
Thanet The Beacon, Manston Road, Ramsgate CT12 6NT 01843 855200	Lyn O'Donnell <a href="mailto:Lyn.o'donnell@kent.gov.uk">Lyn.o'donnell@kent.gov.uk</a>	Debbie Barnfather <a href="mailto:Debbie.barnfather@kent.gov.uk">Debbie.barnfather@kent.gov.uk</a>	Elaine Gorrie <a href="mailto:Elaine.gorrie@kent.gov.uk">Elaine.gorrie@kent.gov.uk</a>
Swale 01795 418359	Karen Mills <a href="mailto:Karen.elligate-mills@kent.gov.uk">Karen.elligate-mills@kent.gov.uk</a>	Sue Morris <a href="mailto:sue.morris@kent.gov.uk">sue.morris@kent.gov.uk</a>	Gareth Locke <a href="mailto:Gareth.locke@kent.gov.uk">Gareth.locke@kent.gov.uk</a>
Early Discharge Planning Team 03000 410660	<a href="mailto:MHSWearlydischarge@kent.gov.uk">MHSWearlydischarge@kent.gov.uk</a>	Szilvia Mackenzie <a href="mailto:Szilvia.mackenzie@kent.gov.uk">Szilvia.mackenzie@kent.gov.uk</a> 03000 422953	Lyndsey Johnson <a href="mailto:Lyndsey.johnson@kent.gov.uk">Lyndsey.johnson@kent.gov.uk</a> 03000 410068
Primary Care Team 03000 412489	Barbara Dunn <a href="mailto:Barbara.dunn@kent.gov.uk">Barbara.dunn@kent.gov.uk</a>	Claire Radford <a href="mailto:Claire.radford2@kent.gov.uk">Claire.radford2@kent.gov.uk</a> 03000 412489	Lyndsey Johnson <a href="mailto:Lyndsey.johnson@kent.gov.uk">Lyndsey.johnson@kent.gov.uk</a> 03000 410068

### **Complex Needs Panel:**

<a href="mailto:MHcomplexneedspanel@gov.kent.uk">MHcomplexneedspanel@gov.kent.uk</a>	03000 4198996
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