

## AF2.2012 Carry out assessment to identify and prioritise needs in a substance misuse setting

### OVERVIEW

This standard is about referral of individuals with less complex needs directly to less structured substance misuse services (such as drop-in advice services). It is also about identifying when an individual has more complex needs which require referral to a comprehensive substance misuse assessment. It includes:

1. assessment of the individual's substance misuse problem and their understanding of services available
2. assessment of the need for referral to substance misuse services or to a comprehensive substance misuse assessment
3. making referral to a substance misuse service or comprehensive substance misuse assessment

Users of this standard will need to ensure that practice reflects up to date information and policies.

Version No 2

### KNOWLEDGE AND UNDERSTANDING

You need to know and understand:

1. legal and organisational requirements and policies requirements relevant to the functions being carried out
2. how to obtain information from individuals and other agencies in line with protocol
3. how to pass information obtained during an assessment to another agency in line with local protocols
4. how to involve an individual in the assessment of their needs
5. how to assess an individual's understanding of services available and readiness to engage in a treatment programme
6. how to assess the required degree of urgency when referring individuals to services
7. how to deal with challenging, abusive, aggressive or chaotic behaviour
8. how to assess individuals who are intoxicated

9. who can provide support when there are any problems with the assessment
10. how to achieve consistency in assessments with other workers in your organisation
11. the importance of adhering to locally agreed criteria and documentation when carrying out assessments
12. how to involve adults with parental responsibility in the assessment and referral of children and young people
13. how to take account of a child or young persons age and maturity when involving them in assessment
14. the importance of keeping full and accurate records, and how to do so
15. the principle of confidentiality: what information may be given to whom
16. how to present information in a manner, level and pace appropriate to the individual
17. the importance of monitoring the situation regarding an individual's misuse of substances, and how to do so
18. how to assess the risk to individuals and to others from their substance misuse and/or co-existent problems
19. the importance of regularly reviewing risk assessments
20. the range of different substances and their effects
21. the range of different indications of substance misuse: physical, behavioural and information provided by the individual or from other sources
22. ways of keeping your knowledge about substances and indications of substance misuse up to date
23. how to understand the jargon used by substance misusers in your locality

## PERFORMANCE CRITERIA

You must be able to:

1. conduct the assessment of the individual promptly to maintain the individual's motivation and seize the opportunity to engage them in treatment
2. conduct the assessment in line with locally agreed criteria and using standardised documentation
3. obtain information from the individual and if applicable, from the referring agency, in line with protocols
4. take account of historical factors where disclosed by the individual as well as presenting factors
5. assess the individual's understanding of services available and readiness to engage in a treatment programme
6. deal with challenging, abusive, aggressive or chaotic behaviour
7. assess any risk to the individual which may result from substance misuse and/or co-existent problems
8. encourage the individual to ask questions, seek advice and express any concerns
9. seek support from the appropriate person as soon as possible when there are any problems with the assessment
10. record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken
11. have access to up to date and accurate information on services within your locality

12. present the possible interventions to the individual in a positive manner and review the advantages and disadvantages with them
13. present the possible interventions to the individual in a manner, level and pace appropriate to them
14. agree an appropriate course of action with the individual according to the intensity of intervention required
15. give the individual appropriate support to check any information on the agreed intervention before it is finalised
16. record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken
17. ensure the outcomes of the assessment and the agreements reached achieve the best balance between the interests of the individual, any inherent risks and the legal duty of care
18. justify the choice of intervention according to locally agreed criteria
19. discuss assessments with other members of the substance misuse service team in order to ensure consistency of approach
20. provide continuing support to individuals who do not want to be referred
21. make referrals in line with local protocols and the eligibility criteria for accessing services
22. refer the individual to the appropriate service with the required degree of urgency
23. share information obtained during the assessment with services to which the individual is referred according to agreed protocols
24. plan arrangements for the referral with the individual and facilitate their contact with the service
25. agree with the individual the information to be passed to the service
26. obtain feedback from the service to evaluate and refine referral practices following the referral
27. record details of the assessment and referral for reporting and evaluation purposes

## **ADDITIONAL INFORMATION**

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB2 Assessment and care planning to meet people's health and wellbeing needs