Appendix 3: Mental Health Admission Referrals and Repatriation View – New Patient Form – Definitions / Guidance

Data Field	Guidance
Report Date	This is the date that the record is being completed – this should be a contemporaneous record rather than retrospective
Date Admitted to ED	This is the date that a patient was booked in at the Emergency Department on the reported attendance date. A date can also be inputted for the initial time of attendance within a non-acute trust mental health assessment unit or section 136 suite
Time Admitted to ED	This is the time that a patient was booked in at the Emergency Department on the reported attendance date. A time can also be inputted for the initial time of attendance within a non-acute trust mental health assessment unit or section 136 suite
Patient Initials	Please only place a patient's initial in this section – no person identifiable information should be placed in this section
Age	Please select from a range of age drop downs, select the range within which the patient's age falls at the time of the report The selection ranges (in years) are: 0-12, 13-17, 18-64, 65+
Gender	Please select the gender with which the patient identifies – select from male, female or not disclosed
Responsible CCG/Organisation	This relates to WHO PAYS guidance which establishes which NHS body is responsible for paying a provider of healthcare services for an individual's NHS care and treatment. Please note this refers to the responsibility for payment of care and may not in all circumstances (such as under the provisions within the London Mental Health Compact) be the CCG within which a patient is places Below is a series of links and contacts to assist in identifying responsible commissioners and resolution of disputes https://www.england.nhs.uk/london/2019/10/15/london-unites-to-provide-high-quality-mental-health-care/ https://www.england.nhs.uk/london/wp-content/uploads/sites/8/2019/10/London-Mental-Health-Compact_June2019.pdf https://www.england.nhs.uk/wp-content/uploads/2020/08/Who-Pays-final-24082020-v2.pdf https://www.england.nhs.uk/publication/who-pays-determining-responsibility-for-nhs-payments-to-providers/ england.responsiblecommissioner@nhs.net https://www.england.nhs.uk/wp-content/uploads/2018/11/cross-border-statement-of-values-and-principles.pdf

Data Field	Guidance
Patient Location	This is the current physical environment of the patient, please select from options in the drop down list which are limited by relevant views: Emergency Department Community Location Home Leave Medical Bed Mental Health Assessment Unit (Non – Acute Trust) Mental Health Bed – Adult Acute Mental Health Bed – Older Adult Mental Health Bed – PICU (Adult) Police Custody Section 136 Suite
Patient Location - Organisation	This is Organisation name (if any) in which the patient is currently located. E.g. if in ED the Acute Trust name should be entered. If the patient is in the community at a location determined for the purposes as home select Home – Patient Home Location
Patient Postcode	This is the postcode of the patient – please note on the dashboards and view more views this will show redacted to the first four characters
GP Postcode	This is the postcode of the patient's GP (if any)
Host Mental Health Trust	This is the mental health trust who currently has care of the patient at the patient's location.
Responsible Mental Health Trust	This is the Mental Health Trust with ultimate responsibility for the care of the patient – even if the patient is not currently physically with that trust at time of completing the record
Type of Bed Required	Please select the mental health bed type for which the patient has been assessed as requiring from the current list: Acute Adult Older Adult PICU Adult Special MH Bed Adult Step Down / Crisis House CAMHS GAU CAMHS Other CAMHS PICU

Data Field	Guidance
Date of DTA	This is the date within which the decision to admit (DTA) has been made. For repatriation referrals or non-12hr pathways where an organisation may wish to measure 'days delayed' from referral to admission, then DTA date should be selected by itself and the DTA time field be left incomplete
Time of DTA	This is the time of the DTA decision which is based upon the first clinical decision to admit this initiates the 12hr pathway clock
Date Left ED /Other Setting	This is the date the patient left ED (or other setting if a DTA has been applied in the DTA section) This must be completed to stop the DTA and entry clock
Time Left ED / Other Setting	This is the time the patient left ED (or other setting if a DTA has been applied in the DTA section) This must be completed to stop the DTA and entry clock
Mental Pathway	Please select the initial pathway for mental health admission referral. If there is a change following further assessment or due to other circumstances please update with the option (within the drop down list) that results the mental health pathway journey for the patient until definitive placement is made. E.g. if a patient presents informally but then is required to be placed on Section 2 select the option reflecting that journey.
Reason For Delays / Action Log	This is the record of all actions and escalations undertaken including any pertinent contact details, to place the patient. Please note there should be no person identifiable information or clinical detail placed within this section. Also note that this action log does not replace the proper and necessary professional conversations and handovers. This section is purely limited to those actions and escalations required to place the patient and reduce non-clinical hand-offs As a shared record there will be awareness between the organisations nominated in each record of the data.
Contact Details	Any contact details relevant to the case but not those of the patient – this should be limited to contact details of professionals involved in the patient placement, initials/role should be used but not an individual's name
Destination Admitted To	This will be the Trust or private provider (and location) that the patient has been referred to and accepted by.