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Workflow

CTARS Care Planning

Supported Independent Living Program



Referral and Suitability	Transition and Entry	Assessment and Intervention Planning	Evaluation and Review	Transition and Exit
<ul style="list-style-type: none"> Generate/reactivate Client Profile in CTARS, set hierarchy to Referral. Commence <i>CTARS Referral Record Form</i>. Assessment process – may include further meeting/discussion and information gathering. Recommendation – provided to SPM for approval in <i>CTARS Referral Record Form</i> SPM to enter client in <i>CTARS Initial Referral Register</i> and approve <i>CTARS Referral Record Form</i>. <i>CTARS Referral Record Form</i> sent to the Department. Outcome provided to persons requesting services and recorded on CTARS. If referral accepted, change Client Profile hierarchy to relevant Unit. If referral not accepted, deactivate CTARS Client Profile. Complete <i>FS FORM RCaTS Fire Safety and Emergency Management Plan/FS FORM RCaTS Pool Safety Plan</i>. 	<ul style="list-style-type: none"> Commence/complete visual transition planning and actions. Complete: <ul style="list-style-type: none"> <i>FS FORM RCaTS SILP Participation Agreement</i> <i>FS FORM RCaTS SILP Welcome Booklet Placement</i> Enter information into CTARS Client Profile as follows: <ul style="list-style-type: none"> Basic profile Critical contacts IR email contacts Critical medication information Behaviour Support Risk section/Safety Plan Complete: <ul style="list-style-type: none"> <i>FS FORM RCaTS SILP Mock Tenancy Agreement</i> <i>FS FORM RCaTS SILP Tenancy Entry Condition Report</i> <i>FS FORM RCaTS SILP Tenancy Entry Notice</i> <i>FS FORM RCaTS SILP Rent Training Agreement</i> <i>FS FORM RCaTS SILP Rent Training Agreement Ledger</i> 	<p>Within first 2 weeks of entry:</p> <ul style="list-style-type: none"> Conduct and set schedule of <i>CTARS Reference Person Meetings</i>. Conduct House Meeting to re-set house expectations and establish new group dynamics. Set Initial Critical Goals in CTARS Client Profile. Begin Therapeutic Assessment Report (TAR) <p>within first month of entry:</p> <ul style="list-style-type: none"> Complete initial TAR Review/update Goals to reflect recommendations from TAR Complete CTARS Client Profile information Book Departmental File Review, if required 	<p>Reporting and ongoing assessment</p> <ul style="list-style-type: none"> Monthly <i>CTARS Data Analysis Report (DAR)</i> provided to The Department in the first week of the month. Monthly Goals Progress update, provided to the Department via CTARS Goals Report with DAR. 6 to 8 weekly Stakeholder Meetings – completion of minutes to be provided to stakeholder group. Fortnightly MC Team Meetings – complete CTARS MC Team Meeting Minutes (CW/TM). 6 monthly reviews of TAR. Ongoing uploads of External Reports and documents to CTARS. 6 monthly reviews of <i>FS FORM RCaTS Fire Safety and Emergency Management Plan</i>. Internal Case Consults, as needed. Critical document reviews, as needed. <p>Data entry</p> <ul style="list-style-type: none"> CTARS Behaviour Log – completed by SW/CW, if required. <i>CTARS SILP Contact Log</i>. <i>CTARS Activity Log</i> – as per contacts. <i>CTARS Incident Log</i> – completed by SW/CW/CTL/SPM. <i>CTARS Specialty Forms</i> – assigned by CTL for a period to gather unique information. <p>High frequency reviews</p> <ul style="list-style-type: none"> Daily review of <i>CTARS Incident Log</i> draft. Daily processing of <i>CTARS Incident Register</i>. Weekly Reference Person meeting (may inc. psychoeducation) – record on <i>CTARS Activity Log</i>. Produce Data Charts, as needed. Produce CTARS Ad Hoc Reports, as needed. 	<ul style="list-style-type: none"> Commence/complete transition planning and actions. Complete: <ul style="list-style-type: none"> <i>FS FORM RCaTS Refund of Monies Paid into Rent Training Scheme</i>. <i>CTARS Exit Questionnaire</i> over 12's. Produce <i>CTARS Exit Summary</i> for the Department (Goals Report with all goals). Provide current <i>FS FORM RCaTS Positive Behaviour Support Plan</i> and <i>FS FORM RCaTS Safety Plan</i> to the Department, if applicable. Deactivate <i>CTARS Medication Charts</i>. Enter exit data into CTARS Client Profile/advise Business Support Team. Deactivate CTARS Client Profile.

Approved By: Regional Director, Residential Care and Transition Services and Regional Director, Toowoomba and Greater Downs (SILP)

Approval Date	31 Jul 2023	Implementation Date	31 Jul 2023	Review Date	31 Jul 2025
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