

**REFERRAL DETAILS**

<b>Referring Agency: (Name &amp; Address)</b>	Auckland	<b>Referral Date</b>	2025-05-01 00:00:32
<b>Case Manager / Contact Name</b>		<b>Phone/Email</b>	
<b>ACC Claim Number</b>	ACC0105202502	<b>NHI Number</b>	
<b>ACC Date of Injury</b>		<b>Purchase Order</b>	PO0105202502
<b>Service Type</b>	ACC0105202502	<b>Minimum Support Worker Skill Level Required</b>	Level 2
<b>Review Date</b>	2025-05-31	<b>Acuity Level</b>	

**CLIENT PERSONAL INFORMATION**

<b>Full Name</b>	Auckland	<b>Date of Birth</b>	01/05/1989 12:00:00 AM
<b>Address</b>	415, Ilam Road, 8053, Bryndwr, Christchurch, Auckland	<b>Gender</b>	Female
<b>Phone</b>	64-2232-0222222222	<b>Smoker/Vape</b>	No
<b>Email</b>	mark@yahoo.com	<b>Enduring Power of Attorney / Advocate</b>	Enacted test
<b>Ethnicity Which ethnic group (s) do you belong to?</b>		<b>Spiritual / Cultural Taha wairua</b>	Religion  Spiritual /Cultural Needs Cultural Support Offered Decline
<b>Next of Kin / Emergency Contact (relationship)</b>	Emergency 1	<b>Contact Details (address/phone)</b>	1, Aberdeen Avenue, 4412, Takaro, Palmerston North /M: 64-4455-0222222222
<b>GP Name / Practice</b>		<b>Contact Details (address/phone)</b>	
<b>Pharmacy</b>		<b>Contact Details (address/phone)</b>	
<b>GP Consent (to contact GP)</b>		<b>Health One/ Health Connect South Access</b>	
<b>Consent to upload Care Plan to Health One</b>			
<b>Do Not Resuscitate (DNR)</b>	Discussed with client <input type="checkbox"/> Yes <input type="checkbox"/> No DNR documentation identified <input type="checkbox"/> Yes <input type="checkbox"/> No Where is DNR documentation stored DNR on Health One/ Health Connect South <input type="checkbox"/> Yes <input type="checkbox"/> No Special requests or cultural preferences: DNR discussed with family/ whanau as to client wishes? Family/ whanau acknowledge client not for CPR?		

**CLINICAL DETAILS**

<b>Date of initial contact</b>	
<b>Date of initial assessment / first episode of care</b>	2025-04-28

<b>Support person offered during initial assessment / ISP development</b>			
<b>If timeframes for initial contact not met, state reason</b>		Other	
<b>Presenting Situation</b>			
<b>Living Situation</b>			
<b>Family / Whanau Wellbeing Taha whanau</b>			
<b>Links with other services (formal supports)</b>	N/A – Not Applicable, Physiotherapist, Occupational Therapist, Nursing, Podiatrist, Spinal, Social Worker, Psychologist, Other		
<b>Mobility</b>			
<b>Medications</b>			
<b>Alerts / Warnings / Cautions / Values (eg. values / medical alarm / hazards)</b>			
<b>Allergies</b>			

**TE AO MĀORI/TIKINGA/CULTURAL SUPPORT QUESTIONS**

Phoenix Healthcare would like to support our kiritaki to engage in Te Ao Māori/their culture and have options to support you to do so. Answering all or some of the following questions will allow us to explore these support options for you via our cultural advisor, with your consent to reach out to discuss these.

If cultural support or tikinga is not required or declined, please note this in the corresponding box.

Do you identify with an: iwi Hapu	
Marae	
What is your support base in the community?	
Do you have any issues accessing those community supports, if so what?	
How would you like our staff to greet you when they arrive e.g. in Te Reo Māori?	
Are there any practices relating to your bathing or the washing of your clothes that you would like us to know about?	

To support kiritaki to engage Te Ao Māori further if desired, suggest registration with Tāngara Waikaha Whānau National Peer group online and with iwi rūnanga if not already done so.

What brings you joy?	
Interests & hobbies Community & social involvement Work & voluntary activities	

**HUA ORANGA (Pathways to Wellbeing)**

Have a few more questions so we can understand a bit more about what helps you feel joy.

These are questions ask about different areas of your life that are important to wellbeing. For each question you are asked to rate your response from 1 (strongly disagree) to 5 (strongly agree). There are no right or wrong answers. Completing this will highlight your strengths and challenges, and we can discuss these when setting some goals for our work together.

These questions are about taha tiana or your physical health	1	2	3	4	5
At this point in time do you feel:	Strongly disagree				Strongly agree
Able to move without pain or distress					
I have goals to maintain or improve my physical wellbeing					
I believe physical health improves my general wellbeing, including mental wellbeing					

These questions are about taha wairua or your spiritual health	1	2	3	4	5
At this point in time do you feel:	Strongly disagree				Strongly agree
My mana is intact and acknowledged/respected					
Strong in my cultural identity					
Content within yourself					
Connected and healthy from a spiritual (Wairua and Mauri) perspective					

These questions are about taha whānau or your family health	1	2	3	4	5
At this point in time do you feel:	Strongly disagree				Strongly agree
Able to talk with my whānau and others					
My relationships with whānau and others are healthy					
Clear about my roles within my whānau/family and how to fulfil them.					
Able to participate in community, or hapū and iwi activities.					

These questions are about taha hinengaro or your mental health	1	2	3	4	5
At this point in time do you feel:	Strongly disagree				Strongly agree
I want to make changes in my life that contribute to my wellbeing					
Able to think, feel and act in a positive manner					
Able to manage unwelcome thoughts and feelings					
I understand what contributes to my concerns and how to address these.					

Scoring: Sum each individual taha to identify any areas of challenge (see scoring guide below)

Sum all 4 taha scores to produce an overall score.

Taha/Dimension	Score
Taha tiana / physical health	0
Taha wairua / spiritual health	0
Taha whānau / family health	0
Taha hinengaro / mental health	0

Overall Score
0

SCORING GUIDE				
	Very Low	Low	Hight	Very High
Taha scale	4-8	9-12	13-16	17-20



## CLIENT SUPPORT PLAN

Overall scale	16-32	33-48	49-64	65-80
	Areas of challenge		Areas of strength	

### GOAL PLANNING

If you could make improvements (a step at a time) in any for the four areas (taha) what would it/they be?.

What would be different if you could make these changes to strengthen or balance the areas (taha) of your wellbeing? How would life change for you?

What first step (change) could you attempt to move in this direction?  
What would it take for you to live this way for two weeks?

Are there other areas of life important for you currently? Such as work, recreation/hobbies, education. Write any other areas that you would like to focus on:

**My short-term goal(s):**

**My long-term goal(s):**

Goal Ladder Weeks (i.e. Week 1,2,3,4 OR Weeks 1-2, 2-4)	Incremental steps to achieve (Agreed with client)

### Essential Public Holiday Arrangements Required

Service Type: Complex Support, District Nursing

Payer	Service Name	Service hours per week	Total number of hour	Starts Date	End Date
ACC Access-HCSMI	HCS30 - Home & Comm Support Max Indep-Support Hrs Standard	10.00	60.00	2025-02-01 00:00:00	
ACC Access-HCSMI	HCS31- Home & Comm Support Max Indep-Complex Hours	10.00	60.00	2025-02-01 00:00:00	

### WEEKLY OVERVIEW

Day	Times	Tasks/Duties	Length
MON			
TUE			
WED			
THU			
FRI			
SAT			

SUN		
-----	--	--

SHOPPING			
	Yes	No	Comments, Supports and Interventions required
Shopping Assistance Required	<input type="checkbox"/>	<input type="checkbox"/>	Our policy is that we do not access bank accounts or handle cash. Clients must not give out bank cards or PIN numbers to Support Workers.
Online/Phone Order	<input type="checkbox"/>	<input type="checkbox"/>	
SW to do shopping from list	<input type="checkbox"/>	<input type="checkbox"/>	
SW to assist client	<input type="checkbox"/>	<input type="checkbox"/>	
Use client's car	<input type="checkbox"/>	<input type="checkbox"/>	
Use SW car	<input type="checkbox"/>	<input type="checkbox"/>	

**POTENTIAL HAZARD IDENTIFICATION FORM**

<b>L = Likelihood</b>	1 very rare	2 unlikely	3 moderate	4 likely	5 almost certain
<b>C = Consequence</b>	1 Minor first aid	2 medical treatments	3 lost time injury	4 serious harm	5 fatality
<b>RR = Risk Rating (L + C):</b>	Low Risk: 2,3,4		Medium Risk: 5,6,7		High/Extreme Risk: 8,9,10

Identified or Potential Hazard	Y	N	L	c	RR	Action Eliminate Isolate Minimise	Process
<b>Physical Hazards</b>							
Loose mats	<input type="checkbox"/>	<input type="checkbox"/>					
Slippery Surfaces (in & out)	<input type="checkbox"/>	<input type="checkbox"/>					
Obstacles on floor	<input type="checkbox"/>	<input type="checkbox"/>					
Steps/ladders	<input type="checkbox"/>	<input type="checkbox"/>					
Uncontrolled movements/spasm	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Electrical Hazards</b>							
Overloaded power sockets	<input type="checkbox"/>	<input type="checkbox"/>					
Faulty Appliances	<input type="checkbox"/>	<input type="checkbox"/>					
Loose wires / frayed cords	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Biological Hazards</b>							
Infectious disease	<input type="checkbox"/>	<input type="checkbox"/>					
Sharps / Needles	<input type="checkbox"/>	<input type="checkbox"/>					
Antibiotic resistance	<input type="checkbox"/>	<input type="checkbox"/>					
Unused Food / use by dates	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Animal Hazards</b>							
Unrestrained/aggressive animals	<input type="checkbox"/>	<input type="checkbox"/>					
Rodent/Fleas/Insect infestation/excreta/urine	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Chemical Hazards</b>							
Strong Chemicals	<input type="checkbox"/>	<input type="checkbox"/>					
Storage / Labelling	<input type="checkbox"/>	<input type="checkbox"/>					
Ventilation	<input type="checkbox"/>	<input type="checkbox"/>					
Gas Heater	<input type="checkbox"/>	<input type="checkbox"/>					

Ergonomic Hazards							
Low work surfaces e.g. bed	<input type="checkbox"/>	<input type="checkbox"/>					
Heavy / Awkward loads and postures	<input type="checkbox"/>	<input type="checkbox"/>					
Repetitive movements	<input type="checkbox"/>	<input type="checkbox"/>					
Psychological Hazards							
Challenging Behavior	<input type="checkbox"/>	<input type="checkbox"/>					
Emotional work environment	<input type="checkbox"/>	<input type="checkbox"/>					
Client Safety							
Employee awareness of clients' needs	<input type="checkbox"/>	<input type="checkbox"/>					
Any barriers identified around accessibility of healthcare services	<input type="checkbox"/>	<input type="checkbox"/>					
Enablers and Equipment							
Equipment service UTD i.e.: wheelchair/hoist49	<input type="checkbox"/>	<input type="checkbox"/>					
Transportation							
WOF and REGO of vehicle to be used UTD, checked via Waka Kotahi website	<input type="checkbox"/>	<input type="checkbox"/>					
Licence Plate Details	<input type="checkbox"/>	<input type="checkbox"/>					
Insurance details	<input type="checkbox"/>	<input type="checkbox"/>					
Other							
Other	<input type="checkbox"/>	<input type="checkbox"/>					

**SERVICE PLAN – COMPLEX SUPPORT**

HOME AND COMMUNITY INFORMATION	

COMMUNICATION	Yes	No	Comments, Supports and Interventions required
Verbal	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Verbal	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing Impaired	<input type="checkbox"/>	<input type="checkbox"/>	
Aids / Technology Required	<input type="checkbox"/>	<input type="checkbox"/>	
SW language requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Interpreter Required	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

PHYSICAL HEALTH	Yes	No	Comments, Supports and Interventions required
Diabetic IDDM / NIDDM	<input type="checkbox"/>	<input type="checkbox"/>	
Memory Loss	<input type="checkbox"/>	<input type="checkbox"/>	
Sight Impaired	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehension Impaired	<input type="checkbox"/>	<input type="checkbox"/>	
Cognition Impaired	<input type="checkbox"/>	<input type="checkbox"/>	
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	
MRSA / ESBL	<input type="checkbox"/>	<input type="checkbox"/>	

Infectious / notifiable diseases & description of protocols to be used (E.g.: Hepatitis B)	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>
Autonomic Dysreflexia	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

<b>MENTAL WELLBEING</b> <b>Taha hinengaro</b>	<b>Yes</b>	<b>No</b>	<b>Comments, Supports and Interventions required</b>
Sleep Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	
Depression	<input type="checkbox"/>	<input type="checkbox"/>	
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

<b>MEDICATION</b>	<b>Yes</b>	<b>No</b>	<b>Comments, Supports and Interventions required</b>
Medications Required	<input type="checkbox"/>	<input type="checkbox"/>	
Fully independent	<input type="checkbox"/>	<input type="checkbox"/>	
Client directed assistance	<input type="checkbox"/>	<input type="checkbox"/>	
SW responsible	<input type="checkbox"/>	<input type="checkbox"/>	
Blister Packed	<input type="checkbox"/>	<input type="checkbox"/>	
Controlled Drugs	<input type="checkbox"/>	<input type="checkbox"/>	
Medication signing	<input type="checkbox"/>	<input type="checkbox"/>	
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

MOBILITY	Yes	No	Comments, Supports and Interventions required
Independent	<input type="checkbox"/>	<input type="checkbox"/>	
Limb weakness - R / L	<input type="checkbox"/>	<input type="checkbox"/>	
Able to weight bear	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility aids	<input type="checkbox"/>	<input type="checkbox"/>	
Transfers			
<input type="checkbox"/> Standing			
<input type="checkbox"/> Full hoist	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sliding board			
<input type="checkbox"/> Other			
Falls risk assessment Appendix A	<input type="checkbox"/>	<input type="checkbox"/>	
Falls prevention plan	<input type="checkbox"/>	<input type="checkbox"/>	
Wheelchair - power/manual	<input type="checkbox"/>	<input type="checkbox"/>	
Transfer equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Carer assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Aids, enablers, restraints	<input type="checkbox"/>	<input type="checkbox"/>	
Passive exercises / exercise routine	<input type="checkbox"/>	<input type="checkbox"/>	
Safety risk	<input type="checkbox"/>	<input type="checkbox"/>	
Transport assistance	<input type="checkbox"/>	<input type="checkbox"/>	

Equipment maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL SUPPORT	Yes	No	Comments, Supports and Interventions required
Independent	<input type="checkbox"/>	<input type="checkbox"/>	
Shower / Bath	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment (eg. commode)	<input type="checkbox"/>	<input type="checkbox"/>	
Transfers required	<input type="checkbox"/>	<input type="checkbox"/>	
Wet area shower	<input type="checkbox"/>	<input type="checkbox"/>	
Shower over bath	<input type="checkbox"/>	<input type="checkbox"/>	
Clean shower area after use	<input type="checkbox"/>	<input type="checkbox"/>	
Dressing assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Hair care	<input type="checkbox"/>	<input type="checkbox"/>	
Dental / oral care	<input type="checkbox"/>	<input type="checkbox"/>	
Shaving/cosmetic assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Nail care assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Make bed / change linen	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

URINARY MANAGEMENT	Yes	No	Comments, Supports and Interventions required
Continent	<input type="checkbox"/>	<input type="checkbox"/>	
Independent	<input type="checkbox"/>	<input type="checkbox"/>	
Catheter Continence products			
<input type="checkbox"/> IDC			
<input type="checkbox"/> SPC	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Uridome			
Fluid intake assistance / encouragement	<input type="checkbox"/>	<input type="checkbox"/>	
Catheter irrigation	<input type="checkbox"/>	<input type="checkbox"/>	
Catheter nursing care	<input type="checkbox"/>	<input type="checkbox"/>	
Input / output record	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

BOWEL MANAGEMENT	Yes	No	Comments, Supports and Interventions required
Continent	<input type="checkbox"/>	<input type="checkbox"/>	
Independent	<input type="checkbox"/>	<input type="checkbox"/>	
Suppositories / Enema	<input type="checkbox"/>	<input type="checkbox"/>	
Digital stimulation	<input type="checkbox"/>	<input type="checkbox"/>	
Manual evacuation	<input type="checkbox"/>	<input type="checkbox"/>	
Colostomy / Ileostomy care	<input type="checkbox"/>	<input type="checkbox"/>	
Haemorrhoids	<input type="checkbox"/>	<input type="checkbox"/>	
Haemorrhoids	<input type="checkbox"/>	<input type="checkbox"/>	



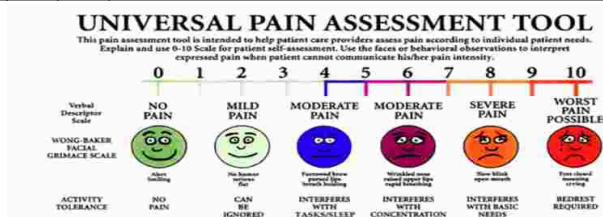
NUTRITION / HYDRATION	Yes	No	Comments, Supports and Interventions required
Normal diet	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetic / Special diet	<input type="checkbox"/>	<input type="checkbox"/>	
Meal preparation	<input type="checkbox"/>	<input type="checkbox"/>	
Supervision	<input type="checkbox"/>	<input type="checkbox"/>	
Eating / drinking assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Aids / enablers / equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Food allergies	<input type="checkbox"/>	<input type="checkbox"/>	
Food and fluid chart	<input type="checkbox"/>	<input type="checkbox"/>	
PEG/NGT feeding	<input type="checkbox"/>	<input type="checkbox"/>	
Malnutrition Screening tool Appendix B	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

SKIN CARE	Yes	No	Comments, Supports and Interventions required
Intact	<input type="checkbox"/>	<input type="checkbox"/>	Braden assessment completed (see below). Score: ____ Pressure injury prevention plan <ul style="list-style-type: none"> <li>• Transfer and lifts – reduction of friction and shear forces using hoist</li> <li>• Incontinence management plan (regular checks and changes, correct products in use, barrier cream use, bowel incontinence management plan i.e. retraining)</li> <li>• Skin checks and reporting on findings in notes</li> <li>• Regular change of position (at least 2 hourly during the day)</li> <li>• Pressure relief devices e.g. air mattress</li> <li>• Stretches and exercise plan</li> <li>• Prevention of contractures and pressure points</li> <li>• Fingernails kept short</li> <li>• good nutrition</li> <li>• non-restrictive clothing</li> </ul>
Sensation impairment	<input type="checkbox"/>	<input type="checkbox"/>	
Pressure area risk	<input type="checkbox"/>	<input type="checkbox"/>	
Daily checks	<input type="checkbox"/>	<input type="checkbox"/>	
Moisturiser / creams	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature regulation	<input type="checkbox"/>	<input type="checkbox"/>	
Current skin damage / wounds	<input type="checkbox"/>	<input type="checkbox"/>	
Wound nursing care Who is providing this and when	<input type="checkbox"/>	<input type="checkbox"/>	
Scale completed Appendix C	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

RESPIRATORY	Yes	No	Comments, Supports and Interventions required
Independent	<input type="checkbox"/>	<input type="checkbox"/>	
Assisted cough / Deep breathing exercises required	<input type="checkbox"/>	<input type="checkbox"/>	
Aspiration risk	<input type="checkbox"/>	<input type="checkbox"/>	
Chest infection risk	<input type="checkbox"/>	<input type="checkbox"/>	
CPAP	<input type="checkbox"/>	<input type="checkbox"/>	
CPAP management plan	<input type="checkbox"/>	<input type="checkbox"/>	

OVERNIGHT SUPPORT	Yes	No	Comments, Supports and Interventions required
Independent	<input type="checkbox"/>	<input type="checkbox"/>	
Awake / Sleepover care	<input type="checkbox"/>	<input type="checkbox"/>	
Repositioning	<input type="checkbox"/>	<input type="checkbox"/>	
Toileting assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

PAIN	Yes	No	Comments, Supports and Interventions required
Pain concerns	<input type="checkbox"/>	<input type="checkbox"/>	
Spasm / Cramp concerns	<input type="checkbox"/>	<input type="checkbox"/>	
Analgesia required	<input type="checkbox"/>	<input type="checkbox"/>	
Pain management plan	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



PSYCHOLOGICAL SUPPORT	Yes	No	Comments, Supports and Interventions required
Required support with:			
Orientation	<input type="checkbox"/>	<input type="checkbox"/>	

		Behaviour management plan Developed collaboratively with the client to reduce the impact and frequency of behaviours of concern. It provides practical ideas to improve safety if these behaviours occur. Behaviour/s of most safety concern that this plan will address verbal aggression, physical aggression, self-harm, inappropriate social behaviour, other (cross out behaviours not applicable) Triggers to be aware of pain, fatigue, client has been waiting, client has been asked to stop something, client has perception of being let down, client has partaken in drugs / alcohol, there have been conversations about the client in front of them, client being told no, post seizure (cross out triggers not applicable). Other: How to minimise triggers: positivity, explanation, ask for the behaviour to stop in a calm voice, redirect, other: Staff safety includes withdrawal if perception indicative of potential harm and <ul style="list-style-type: none"> <li>Record and report on any physical or verbal aggression and possible cause</li> <li>Complete an incident form</li> <li>Complete behaviours that challenge forms</li> <li>Remedy cause if possible</li> <li>Reassure client</li> <li>Avoid unnecessary interventions that upset client</li> <li>Remove self from within reach</li> <li>Contact office</li> <li>Respond in a calm voice and acting calmly towards client</li> <li>Ignore bad language</li> <li>Offer analgesia prior to management of personal cares</li> <li>Proactive management of risk e.g. warning people to stay at arm's length to avoid being struck if client is angry and frustrated, pre planning the day, sticking to regular routines</li> <li>Limiting social or community visits to times when client is rested/has had analgesia and is more likely to cope-effectively</li> <li>Specifics for client:</li> </ul>
Insight	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>
Mood / anxiety	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
Organisation / planning	<input type="checkbox"/>	<input type="checkbox"/>
Concentration	<input type="checkbox"/>	<input type="checkbox"/>
xrTableCell1344	<input type="checkbox"/>	<input type="checkbox"/>
Support with home administration & finances	<input type="checkbox"/>	<input type="checkbox"/>
Safety judgement risk	<input type="checkbox"/>	<input type="checkbox"/>
Substance use	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours that challenge	<input type="checkbox"/>	<input type="checkbox"/>
Behavioural support plan	<input type="checkbox"/>	<input type="checkbox"/>

**Summary of Terms and Conditions**

**This document forms part of the terms and conditions together with your care plan and are binding by signing.**  
**I understand that I (as the client) have the right to:**

- Be fully informed of Phoenix Healthcare Group's services.
- Be treated with dignity and respect.
- Have my cultural and personal background, age, beliefs, and values respected.
- Be consulted about decisions that affect me.
- Receive information in a form that I can understand.
- Have my privacy and confidentiality respected.
- Have access to see and correct all the information about me kept by Phoenix Healthcare Group Ltd and to know how that information will be used.
- Have the right to refuse service or withdraw from the service. The withdrawal from services may be made by either party after consideration of the specific circumstances involved.
- Choose or change my Support Worker(s).
- Raise any concerns I have about the service and have them dealt with promptly.
- Nominate someone else to be my agent/advocate in dealing with service providers.

**I understand that I am responsible for:**

- Providing all cleaning supplies and equipment, toilet and drinking water facilities (and maintaining equipment to a safe standard) as detailed above.
- Providing a safe working environment for Support Workers as per the list in the above section.
- Treating Support Workers with dignity, respect, and in a non-discriminatory manner.
- Informing the Phoenix Healthcare office if I will not be home when a care visit is due to take place.
- Informing the Phoenix Healthcare office as soon as possible if I contract an infectious or contagious illness.
- Any repair/replacement costs involved around chattels and equipment.

**I agree that:**

- I have been involved in the development of my Goals and Care Plan
- I will work with my Support Worker(s) to achieve my goals.
- I will make my Care Plan available to Support Workers at my home.
- I will not make my financial, bank account or PIN details available to Support Workers.
- I will not privately contract or employ Phoenix Healthcare Group's Support Workers to provide services available through Phoenix Healthcare or I may be liable to pay a penalty (up to \$3000).
- I will not contact Phoenix Healthcare support workers directly under any circumstances.
- My personal information has been collected for statistical reporting and to assist in the provision of care outlined in my Care Plan.
- My personal information may be shared with Phoenix Healthcare relevant office staff, Coordinators, Case Managers, and external agencies and service providers such as general practitioners, specialists, therapists, and auditors with whom Phoenix Healthcare may be required to liaise from time to time, only as necessary for the provision of my care.
- This consent applies for the whole period during which Phoenix Healthcare Group provides my care, unless I negotiate a different arrangement with Phoenix Healthcare.
- Phoenix Healthcare Group will keep my personal information stored securely for a minimum of 10 years as per legal obligation and access will only be available to authorized office personnel.
- Phoenix Healthcare Group reserves the right to withdraw services if I do not give my consent for the Support Workers to enter my home and provide care as specified by the Care Plan.
- Phoenix Healthcare Group will supply me with a signed copy of my Care Plan.

**If a Support Worker is at your home when an emergency occurs, they will take all steps practicable to keep you and themselves safe. Please advise the following:**

Smoke alarms?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Emergency plan? Where is it located?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Emergency Survival / Getaway kit? Where is it located?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Fire Extinguisher / Fire blanket? Where is it located?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Where is your Water Connection (Toby)?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Where is your Electricity switchboard?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Evacuation Plan (for Immobile / High Needs)	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	

☐ **I have participated in the development of my Individual Service Plan and agree with the terms and conditions**

**I have received and/or discussed the following**

- ☐ Client Service Information
- ☐ Code of Health and Disability Services Consumer Rights
- ☐ Communication Book



## CLIENT SUPPORT PLAN



## CLIENT SUPPORT PLAN

- ☐ Household Emergency Plan and Checklist

**Additional Documentation (tick as required)**

- ☐ Consent to transport children
- ☐ Consent to drive client's vehicle
- ☐ Key holder agreement
- ☐ Policy on Smoking / Smokefree workplace

**APPENDIX A – Falls Risk Assessment**
**Part 1 – Falls Risk Status**

Risk Factor	Level	Risk Score
<b>RECENT FALLS</b>	None in the last 12 months One or more between 3 and 12 months One or more in the last 3 months One or more in the last 3 months whilst inpatient	
<b>MEDICATIONS</b>  (sedatives, anti-depressants, anti-parkinsons, diuretics, anti-hypertensives, hypnotics)	Not taking any of these Taking one Taking two Taking more than two	
<b>PSYCHOLOGICAL</b>  (anxiety, depression, reduced cooperation, reduced insight, or reduced judgement)	Does not appear to have any of these. Appears mildly affected by one or more. Appears moderately affected by one or more. Appears severely affected by one or more	
<b>COGNITIVE STATUS</b>	Intact Mildly impaired Moderately impaired Severely impaired	
<b>Low risk</b> = 5-11 (Provide standard care and follow general patient safety principles) <b>Medium risk</b> = 12-15 (risk factors have been identified and interventions listed in Action Plan) <b>High risk</b> = 16-20 (high likelihood of falls, interventions listed in Action Plan. Liaise with OT/PT/CM)		
<b>Notes</b>		

**Part 2 – Risk Factor Checklist**

<b>Vision</b>	None in the last 12 months One or more between 3 and 12 months One or more in the last 3 months One or more in the last 3 months whilst inpatient	<input type="checkbox"/>
<b>Mobility</b>	Mobility status unknown or appears unsafe/impulsive/forgets gait aid	<input type="checkbox"/>
<b>Transfers</b>	Transfer status unknown or appears unsafe	<input type="checkbox"/>
<b>Behaviours</b>	Observed or reported agitation, confusion, disorientation, non-compliant	<input type="checkbox"/>
<b>ADL's</b>	Unsafe use of equipment Unsafe footwear	<input type="checkbox"/>
<b>Environment</b>	Difficulties with orientation to environment	<input type="checkbox"/>
<b>Nutrition</b>	Underweight/low appetite	<input type="checkbox"/>
<b>Continence</b>	Reported or known urgency/nocturia/accidents	<input type="checkbox"/>
<b>Other</b>	Osteoporosis, history of fractures	<input type="checkbox"/>

**Part 3 – Action Plan**

For risk factors identified in Parts 1 & 2, list strategies below to manage falls risk.

Problem List	Intervention strategies/referrals
--------------	-----------------------------------

1)	Wear enclosed firm soled shoes
2)	Remove home hazards such as clutter
3)	Immediately clean up spills/water
4)	Use nonslip mats in bathroom/shower and on any slippery surface
5)	Secure loose rugs
6)	Ensure adequate lighting
7)	Use assistive devices such as handrails/ raised toilet seat/ grab bars.
8)	Ensure support workers are training in manual handling.

**APPENDIX B – Malnutrition Screening Tool**
**Malnutrition Screening Tool (MST)**

STEP 1: Screen with the MST	
<b>Have you recently lost weight without trying?</b>	
<b>No</b>	0
<b>Unsure</b>	2
<b>If yes, how much weight have you lost?</b>	
<b>2-13 lb</b>	1
<b>14-23 lb</b>	2
<b>24-33 lb</b>	3
<b>34 lb or more</b>	4
<b>Unsure</b>	2
<b>Weight loss score:</b>	<b>0</b>
<b>Have you been eating poorly because of a decreased appetite?</b>	
<b>No?</b>	0
<b>Yes?</b>	1
<b>Appetite score:</b>	0
<b>Add weight loss and appetite score</b>	
<b>MST SCORE:</b>	<b>0</b>

STEP 2: Score to determine risk
<b>MST = 0 OR 1</b>
<b>NOT AT RISK</b>
Eating well with little or no weight loss.
If length of stay exceeds 7 days, then rescreen, repeating weekly as needed.
<b>MST = 2 OR MORE AT RISK</b>
Eating poorly and/or recent weight loss
Rapidly implement nutrition interventions. Perform nutrition consult within 24-72 hrs, depending on risk.
<b>STEP 3: Intervene with nutritional support for your patients at risk of malnutrition.</b>

**APPENDIX C – Braden Scale**

RISK FACTOR	SCORE/DESCRIPTION				1	2	3	4
<b>SENSORY PERCEPTION</b>  Ability to respond to pressure-related discomfort.	<b>1 Completely limited</b> —  Unresponsive (does not moan, flinch, or gasp) to painful stimuli, due to diminished level of consciousness or sedation, OR limited ability to feel pain over most of body surface.	<b>2 Very limited</b>  Responds only to painful stimuli. Cannot communicate discomfort except by moaning or restlessness. OR has a sensory impairment which limits the ability to feel pain or discomfort over ½ of body.	<b>3 Slightly limited</b>  -Responds to verbal commands but cannot always communicate discomfort or need to be turned, OR has some sensory impairment which limits ability to feel pain or discomfort in 1 or 2 extremities.	<b>4 No Impairment</b>  -Responds to verbal commands. Has no sensory deficit which would limit ability to feel or voice pain or discomfort.				
<b>MOISTURE</b>	<b>1 Constantly Moist</b>	<b>2 Often Moist</b>	<b>3 Occasionally Moist</b>	<b>4 Rarely Moist</b>				



Degree to which skin is exposed to moisture.	kept moist almost constantly by perspiration, urine, etc. Dampness is detected every time client (kiritaki) is moved or turned.	-Skin is often but not always moist. Linen must be changed at least once a shift.	-Skin is occasionally moist, requiring an extra linen change approximately once a day.	-Skin is usually dry; linen only requires changing at routine intervals.				
<b>ACTIVITY</b>	<b>1 Bed fast.</b>	<b>2 Chairfast</b>	<b>3 Walk Occasionally</b>	<b>4 Walks frequently</b>				
Degree of physical activity.	-Confined to bed.	-Ability to walk severely limited or non-existent. Cannot bear own weight and/or must be assisted into chair or wheelchair.	-Walks occasionally during day but for very short distances with or without assistance. Spends majority of each shift in bed or chair	-Walks outside the room at least twice a day and inside room at least once every 2 hours during waking hours.				
<b>MOBILITY</b>	<b>1 Completely Immobile</b>	<b>2 Very Limited-</b>	<b>3 Slightly Limited</b>	<b>4 No Limitations</b>				
Ability to change and control body positions.	-Does not make even slight changes in body or extremity position without assistance.	Makes occasional slight changes in body or extremity position but unable to make frequent or significant changes independently	-Makes frequent though slight changes in body or extremity position independently.	-Makes major and frequent changes in position without assistance.				
<b>NUTRITION</b>	<b>1 Very Poor</b>	<b>2 Probably Inadequate</b>	<b>3 ADEQUATE</b>	<b>4 EXCELLENT</b>				
Usual food intake pattern.  NPO=Nil by mouth IV=Intravenously TPN=Total parenteral nutrition	-Never eats a complete meal. Rarely eats more than 1/3 of any food offered. Eat x2 servings or less of protein (meat or dairy products) per day. Takes fluids poorly. Does not take liquid dietary supplement, OR  is NPO and/or maintained on clear liquids or IV for more than 5 days	-Rarely eats a complete meal and generally eats only about 1/2 of any food offered. Protein intake includes only 3 servings of meat or dairy products per day. Occasionally will take dietary supplement, OR receives less than optimum amount of liquid diet or tube feeding.	-Eats over half of most meals. Eat a total of 4 servings of protein products each day. Occasionally refuses a meal, but will usually take a supplement if offered, OR is on tube feeding or TPN regimen, which probably meets most nutritional needs.	-Eats most of every meal. Never refuse a meal. Usually eats a total of 4 or more servings of meat and dairy products. Occasionally eats between meals. Does not require supplementation.				
<b>FRICTION AND SHEARING</b>	<b>1 Problem</b>	<b>2 Potential Problem</b>	<b>3 No Apparent Problem</b>	<b>NB/ Total Score of 12 or less represents</b>				
	Requires moderate to maximum assistance in moving. Complete lifting without sliding against sheets is impossible. Frequently slides down in the bed or chair, requiring repositioning often with maximum assistance. Spasticity, contractures or agitation leads to constant friction.	-Moves feebly or requires assistance. During move, skin probably slides against the sheets, chair, restraints, or other devices. Maintains relatively good position in chair or bed most of the time but occasionally slides down.	-Moves in bed and chair independently and has sufficient muscle strength to lift up completely during move. Maintains good position in bed or chair at all times.	<b>HIGH RISK</b>				
				<b>TOTAL SCORE:</b>	0			

**ACCEPTANCE AND ACKNOWLEDGEMENT**

<b>Client Name</b>		<b>Signature</b>		<b>Date</b>	
--------------------	--	------------------	--	-------------	--



## CLIENT SUPPORT PLAN

<b>Phoenix Representative</b>		<b>Signature / Designation</b>		<b>Date</b>	
<b>Authority Details</b>  An authority has the legal right to sign for another person if for some reason they are unable to consent on their own behalf		<b>Signature / Relationship to client</b>		<b>Date</b>	

### CONTACT INFORMATION

---

Phoenix Healthcare Group

Address: Unit 3A, 166 Moorhouse Avenue, Sydenham, Christchurch 8011

Phone: 03 260 1260

Email: [coordinator@phoenixhealthcare.co.nz](mailto:coordinator@phoenixhealthcare.co.nz)

Website: [www.phoenixhealthcare.co.nz](http://www.phoenixhealthcare.co.nz)