

Appendix B

Mental Health File Audit

Deidentified File			
Referral ID		Consent and risk assessment complete	
Date of Referral		Presenting complaints/diagnosis	
Program		Number of Service Contacts and hours	
Current episode status (open/closed)		Duration of time episode open	
Mental Health Governance Timeframes			
Referral is accepted within 3 business days (1 BD for CSPS) of allocation			
Less than 90 days between service contacts for open referrals			
First service contact within four weeks of referral (5 BD for CSPS)			
Service contact within 7 days for suicide flag (if appropriate)			
Outcome Measures			
There are 2+ outcome measures recorded if the episode is open for more than 3 months			
Evidence sighted that YES survey offered, if episode opened more than 3 months (e.g. case note , email or message)			
Other			
Mental Health Treatment Plan / MHTP review uploaded			
Letters to General Practitioner uploaded and evident. This is to be done after initial appointment, every 3 to 6 months and on exit.			
Other document as required e.g. recovery plans, other outcome measures			
Appropriate notes and non-clinical contacts			

Summary

This file audit is consistent with the requirements of the program based on the Schedule and Mental Health Governance Manual	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Outline any follow up actions required:		

Appendix B

Auditor:	Role:	Date:

Document control

Form review every (choose most applicable) 1 year 2 years 3 years

Version	Date Commenced	Policy Owner	Change Description	Review Date	Authorising Executive
V1.0	March 2025	Mental Health Manager	New Appendix	March 2028	Director of Planning and Performance
V1.1	April 2025	Mental Health Manager	Minor Review	April 2028	Director of Planning and Performance

This form will remain in effect until replaced.