Uploading documents for Tribunal hearings

A guide for health services about uploading documents for hearings

Health services are expected to provide the Tribunal and the patient with access to documents for each hearing.

The Tribunal creates a document folder on our extranet for each hearing and shares it with the health service. The folder for each hearing will have subfolders for different types of documents.

At least two business days before the hearing the health service is required to:

- upload the documents listed below into the relevant subfolder for the Tribunal, and

- provide the patient with access to the same documents and any other documents they or their legal representatives consider are in connection with the hearing, excluding any documents subject to any application to deny access to documents.

Ideally each type of document should be uploaded as a separate PDF.

Documents to upload to each subfolder

Subfolder	Documents to upload

1. Legals	- **Application(s) to the Tribunal** – such as the Authorised psychiatrist's application for another treatment order or Application for ECT. Note: Applications to deny access to documents go in a separate folder (see 5. below)
	
	- **Copies of current orders and related documents:**
	
	    o **Temporary treatment patient:** the temporary treatment order, assessment order or court assessment order and any variations made by the authorised psychiatrist
	
	    o **Treatment patient:** the treatment order, any variations made by the authorised psychiatrist, and the Tribunal's decision in any variation hearings and / or patient applications over the duration of the order
	
	    o **Security patient:** the secure treatment order or court secure treatment order, receipt of security patient form and Corrections Victoria Memorandum
	
	    o **Forensic patient (ECT applications only):** relevant order under the Crimes (Mental impairment and Unfitness to be Tried) Act 1997
	
	- **Client management interface (CMI) extract**
	
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Subfolder	Documents to upload
2. Reports	**The report for the hearing** as specified in <u>Practice Note 1</u> **Advance statement of preferences** **What I want to tell the Tribunal form** and any other submissions from the patient **Second psychiatric opinion report** completed within the last 12 months **Forensic reports** that are being used to inform current treatment planning and decision making **Social work and / or occupational therapy reports** that are being used to inform current treatment planning and decision making **Psychological and neuropsychological reports** that are being used to inform current treatment planning and decision making
3. Progress notes	**Discharge and / or admission summaries** within the last 12 months **Consultant notes** for the last 2 reviews **Notes from registrar / medical officer reviews** in date order within the last 6 weeks **Notes from Key Clinician or Case Manager reviews** within the last 6 weeks **Nursing notes** within the last 7 days during an inpatient admission **Correspondence** from private / specialist practitioners or general practitioners that is being used to inform current treatment planning and decision making
4. Attendance	**Attendance sheet** - Provide the names of the people who will be attending the hearing and their roles (e.g. carer, nominated person, family, consultant psychiatrist, registrar etc). **Nominated Support Person form** **MHT 35 Request to observe hearings form** for anyone who wants to observe the hearing
5. Application to deny access to documents (if applicable)	**MHT 30 Application to deny access to documents** **All documents subject to the application** to deny access to documents.

Labelling documents

Label each document (or bundle of documents) with the patient's initials, UR number and document type.

For example:

- AB 123456 – MHT 3 Report
- AB 123456 – Legals
- AB 123456 – Consultant notes
- AB 123456 – Nursing notes
- AB 123456 – CMI legal status history
- AB 123456 – Second Psychiatric Opinion

Document format

- All documents should be in **PDF format**.
- **Do not password protect any documents**. The Tribunal's extranet site is secure and was approved by the Department of Health and Human Services Cyber Security Management Team.
- **Documents combined in a single PDF file must be provided in date order** with the most recent documents first.

Drag and Drop Documents

Some health services are no longer able to drag and drop documents into the Tribunal's extranet. This issue was caused by a Microsoft update to SharePoint that resulted in some older browsers no longer being supported.

Here are the work-arounds health services can use.

Option 1: The Upload button

Use the 'Upload' button shown in the screen shot below. A disadvantage of this option is that you will need to click into the relevant folder before clicking the upload button and selecting the relevant documents to upload.

Option 2: Dragging and dropping

Dragging and dropping still works with Google Chrome, and probably with other newer web browsers. By setting Chrome as your default web browser the folders will open in Chrome and it is possible to drag and drop documents. You can set Chrome as your default browser by:

- Opening Chrome
- Clicking on the three dots in the top right-hand corner of the screen
- Select 'Settings'
- Select 'Default browser' in the menu on the left
- Select to make Chrome your default web browser (if you don't have the admin rights to do this you will have to ask your IT helpdesk for help).

Option 3: Open in Chrome

When you receive a link to access a folder, right click on the link and select to copy it, and then paste it into the address bar at the top of Chrome and press enter. The folder should open in Chrome and then documents can be dragged and dropped as set out in Option 2 above.

Security

The Tribunal's extranet is a secure Microsoft SharePoint site with two step verification. It was approved by the Department of Health and Human Services Cyber Security Management Team.

Need Help?

If you have any questions you can email registry@mht.vic.gov.au.