

A resource for NDIS Support Coordinators supporting NDIS participants who will be released from custody.

<b>Participant name:</b>			
<b>Critical information:</b>		<p><b>Insert photo here</b></p> <p>Ensure participant or guardian consent</p>	
<b>Date of birth:</b>			
<b>MIN number:</b>			
<b>CNI:</b>			
<b>NDIS number:</b>			
<b>Centrelink number:</b>			
<b>Emergency contact:</b>			
<b>Bank account details:</b>			
<b>General practitioner details:</b>			
<b>My diagnosed disabilities</b>			
<b>My Corrective Services SAPO / Case Manager / CCO</b>		<b>My Treating doctor or nurse from Justice Health</b>	
<b>My current medications</b>			
<b>Name of medication</b>	<b>Amount</b>	<b>Frequency</b>	<b>Purpose</b>

## How to access my Justice Health – medical records

### Justice Health Medical Records

Fax: 02 9289 5014

Email: [JHFMHN-MedicoLegal@health.nsw.gov.au](mailto:JHFMHN-MedicoLegal@health.nsw.gov.au)

More information is available [here](#). Please contact the Justice Health medical records team for an application form, or if you are my legal representative please email:

- A valid, written consent dated within the last 3 months. You may either complete the Consent to Release Information form or use a consent form from your own organisation.
- Complete a written request letter including the patient details and the health information provided. An email will be acceptable on the basis that your organisation can be reasonably identified from the email.
- Pay the processing fee via EFT.

### My current legal status (please select the appropriate status)

<input type="checkbox"/>	On remand	<input type="checkbox"/>	Sentenced
<input type="checkbox"/>	Bail refused	<input type="checkbox"/>	Forensic patient
<input type="checkbox"/>	Other – please list below		

### Outline any outstanding charges, length of sentence, end of sentence date and earliest release date below:

### Outline any lawful orders eg Child Protection Register, Child Protection Prohibition Order, Extended Supervision Order, Mental Health Review Tribunal below:

### List any important upcoming legal appointments eg court, CCO below:

### My guardianship orders currently in place (please select the appropriate orders)

<input type="checkbox"/>	Accommodation function	<input type="checkbox"/>	Medical and dental consent function
<input type="checkbox"/>	Health care function	<input type="checkbox"/>	Restrictive practices function
<input type="checkbox"/>	Services function	<input type="checkbox"/>	Authorise others
<input type="checkbox"/>	Access function	<input type="checkbox"/>	Trustee and guardian (financial order)
<input type="checkbox"/>	Restrictive Practices		

## Who is involved in my life who supports me?

Name eg individual or business name	Is this a formal or informal support?	Type of support	Contact details eg email, phone

## My NDIS goals

1	
2	
3	
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## My recent clinical assessments to inform support staff (please select the appropriate orders)

<input type="checkbox"/>	OT functional assessment	<input type="checkbox"/>	Speech pathology assessment
<input type="checkbox"/>	Housing assessment report	<input type="checkbox"/>	Neuropsychological or other psychological assessment
<input type="checkbox"/>	Behaviour Support Plan, Incident Prevention Response Plan (IPRP) or Behaviour Assessment Report	<input type="checkbox"/>	Other assessments – please list below

## What are the key areas I need support with now (please select the appropriate orders)

<input type="checkbox"/>	Money management	<input type="checkbox"/>	Keeping my appointments
<input type="checkbox"/>	Finding a place to stay	<input type="checkbox"/>	Understanding my justice orders
<input type="checkbox"/>	Keeping up with my medications	<input type="checkbox"/>	Looking after myself
<input type="checkbox"/>	Other – please list below		

## What is important for those supporting me to know (please select the appropriate area)

<input type="checkbox"/>	History of self-harm	<input type="checkbox"/>	History of contact with community mental health
<input type="checkbox"/>	Delusional behaviours	<input type="checkbox"/>	History of psychiatric admissions
<input type="checkbox"/>	Aggression and/or violence towards others	<input type="checkbox"/>	Lack of sleep
<input type="checkbox"/>	Other – please list		

## What are some things that may contribute to any behaviours of concern I might have? (please select the appropriate area)

<input type="checkbox"/>	Non-compliance with medication	<input type="checkbox"/>	Changes in routine or environment
<input type="checkbox"/>	Intoxication	<input type="checkbox"/>	Boredom/frustration
<input type="checkbox"/>	Nicotine cravings	<input type="checkbox"/>	Lack of sleep
<input type="checkbox"/>	Feeling threatened/challenged	<input type="checkbox"/>	Staff having an authoritarian approach
<input type="checkbox"/>	Other – please list		

## My key contacts

<b>Public Guardian (OPG)</b> Name:	Email: Phone:
<b>Probation and parole officer Community Corrections</b> Name:	Email: Phone:
<b>Informal supports (eg family, friends)</b> Name:	Email: Phone:
<b>NDIS support coordinator</b> Name:	Email: Phone:
<b>NDIS justice planner</b> Name:	Email: Phone:
<b>State-wide disability services – Long Bay Correctional Complex</b> Name:	Email: Phone:
<b>Senior psychologist – Long Bay Correctional Complex</b> Name:	Email: Phone:
<b>Senior clinical consultant – FACS CSP</b> Name:	Email: Phone:
<b>Other:</b> Name:	Email: Phone:

Planned release checklist	
Completed?	Task
<input type="checkbox"/>	Download a copy of the Getting Out of Prison and Planning Your Release Handbooks
<input type="checkbox"/>	Confirm the participants Earliest Possible Release Date (EPRD)
<input type="checkbox"/>	Arrange a Transition Planning Meeting
<input type="checkbox"/>	Check the participant has a bank account and knows the details
<input type="checkbox"/>	Inform relevant stakeholders (NDIA, Trustee and Guardian & Centrelink) of release date
<input type="checkbox"/>	Arrange NDIS plan review meeting 12-14 weeks prior to release (or urgently if required)
<input type="checkbox"/>	Ensure appropriate assessments eg functional capacity assessment, behaviour support plan etc, have been completed prior to release
<input type="checkbox"/>	Confirm Corrective Services staff have arranged appointments for Centrelink or referred to Housing NSW if required
<input type="checkbox"/>	Confirm transport and support arrangements in place prior to release
<input type="checkbox"/>	Arrange any post-release medical appointments
<input type="checkbox"/>	Check the prison gate have the names of any support staff meeting the participant at their release.

## For participants likely to require hospitalisation

The [Admission2Discharge \(A2D\)](#) folder provides information to help hospital staff provide patient-centred care to support a person with a cognitive impairment. This folder this can be used to ensure key information travels with the participant when released from custody. The folder(s) include:

- Important personal details
- Information about consent
- Hospital support plans
- Medication information and other relevant reports
- Tips and strategies for supports

Contact [JHFMHN-MedicoLegal@health.nsw.gov.au](mailto:JHFMHN-MedicoLegal@health.nsw.gov.au) for Justice Health file information.

## Plan for unexpected release from custody

**Participant name:**

**Immediately notify the following:**

Contact	Details	Role
Parole officer	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	<ul style="list-style-type: none"> <li>Advise on court times and locations and likelihood of release</li> <li>Responsible for finding temporary accommodation when released from custody on parole</li> </ul>
Specialist NDIS Support Coordinator or Support Coordinator	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	<ul style="list-style-type: none"> <li>Responsible for finding temporary accommodation after release from custody</li> <li>Responsible for co-ordinating mainstream supports &amp; release plan</li> </ul>
NDIA	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	<ul style="list-style-type: none"> <li>Reactivate NDIS plan</li> <li>Advises if a change of circumstances form is required</li> <li>Completes a plan review if required to add additional funding line items</li> </ul>
OPG	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	Provide consent to engage an accommodation provider (there will be no time for a service agreement so a verbal or an emailed agreement can suffice)
TAG	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	Advise of budget for crisis accommodation and staffing costs. Sets up payment for: <ul style="list-style-type: none"> <li>Crisis accommodation and any support staff needing to stay overnight</li> <li>Any other board or lodging charges required</li> </ul>
SDS	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	<ul style="list-style-type: none"> <li>Support, consultation and advice to internal and external stakeholders working with offenders with disability</li> </ul>

<b>Justice Health</b>	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	<ul style="list-style-type: none"> <li>• Advise on post release plan</li> <li>• Provide necessary medical records</li> </ul>
<b>Disability support provider eg SIL, STA provider</b>	<b>Name:</b> <b>Position:</b> <b>Contact details:</b>	<ul style="list-style-type: none"> <li>• Activate accommodation option</li> <li>• Possibly provide transport assistance</li> <li>• Support staff to assist with social/community participation activities eg shopping, appointments etc</li> </ul>
<b>Family or friends</b>	<b>Name:</b> <b>Contact details:</b>	<ul style="list-style-type: none"> <li>• Provide informal supports</li> <li>• Provide interim accommodation pending risk assessment outcome</li> </ul>

## Next required actions

- Determine the participant's location of release and pick up**
  - If unsure, check with the participant's legal representative, justice or parole officer.
- Consider any risks that may assist in determining what is the most suitable and safest crisis or other accommodation option post release**
  - Determine any alerts available from corrections to identify possible risk
  - Consider possible risks to person, property or others that may not be safe to manage in certain community settings
  - Determine most suitable option considering the information available
- Find immediate accommodation night of release**
  - Source a motel or other accommodation option that has vacancies
- Find and confirm a service provider who can provide care support starting night of release**
  - Support provider to provide a service quote/proposal for staff supports for the OPG
  - Considerations:
    - Will the service provider's support staff provide transport from the court/gaol to the accommodation?
    - What is the budget given by TAG?
    - Provide any reports available
- Contact Centrelink to determine if the participant is eligible for any urgent payments to assist with their transition back into the community**
- Contact Link2Home**
  - You can't pre-arrange Link2Home, it must be done on the day. It involves a brief 20-minute assessment – you will need the participant's Centrelink number
  - Link2Home will most likely accept the application if there is care support staff organised. Link2Home do not have the resources to provide a high level of support for people with disabilities in their housing.

For DCJ to agree to Link2Home, they will need:

- Support provider to provide a service quote/proposal for staff supports
- A supporting letter from the Public Guardian to evidence the plan forward
- Verbal confirmation that the participant has/will have adequate NDIS funding
- Confirmation that a motel room has been reserved/booked
- Confirmation that TAG will pay for the additional amount charged for any support staff to stay in the temporary accommodation
- DCJ Housing has advised that no one can be banned from Link2Home. Link2Home should be made aware that the person has no other accommodation option at this time. It is helpful to be aware that under the [Applied Principles and Tables of Support \(APTOS\)](#) they are the agency responsible for providing the participant with a transitional accommodation service for the next two nights.
- If unable to progress emergency accommodation through NSW Housing, there are escalation pathways available to support coordinators.

## Useful resources

<b>Link2Home</b>	Phone: 1800 152 152
<b>Housing and Accommodation Support Initiative (HASI) and Community Living Supports (CLS)</b>	<a href="#">HASI and CLS</a> are state-wide programs that provide support to people who have a severe mental illness so that they can live and participate in the community, in the way that they want to.
<b>Askizzy</b>	<a href="#">Askizzy</a> is a resource that connects people in need with housing, a meal, money help, family violence support, counselling and much more.
<b>Way ahead directory</b>	<a href="#">WayAhead directory</a> is a comprehensive online database used to find local services, make referrals and access mental health information and resources.
<b>Justice NSW - sentence admin line</b>	Phone: 02 8346 1000 Email: <a href="mailto:sentence.admin@justice.nsw.gov.au">sentence.admin@justice.nsw.gov.au</a> . Can advise what gaol someone has been taken to or is currently in.