

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p><b>Population and Public Health SAFT and SVP</b></p>	<p><b>Practice Guideline:</b> <i>Appendix B to Safety Assessment Form Tool (SAFT) and Safe Visit Plan (SVP) Guideline for PPH</i></p>
<p><b>Date:</b> <i>May 2018</i></p>	<p><b>Pages:</b> <i>1 of 2</i></p>

**Appendix B: Interim Guidance for Weekend Services:**

*To be updated once the ability to scan SAFTs and SVPs into HPECD is established.*

**As noted in the PPH SAFT/SVP guidelines:**

- SAFT and SVP are to remain on the client record/chart. The client record (paper chart) is the source of truth/repository for SAFTs and SVPs generated for a given client.
- For HPECD, a note should also be entered into the **routing notes** indicating:
  - SAFT completed on *address XYZ*, no concerns (date, initials).
  - SVP in place for *address XYZ*, (date, initials);
  - If a **care alert pertaining to section 1c** is in place, note this as well, by indicating “**Care Alert**”.
- SAFTs and SVPs for clients being referred to weekend services should be faxed to central intake in the event PHNs visit these clients on the weekend.
  - If there is a care alert in place pertaining to section 1c, please ensure a care alert sticker is placed on the SVP prior to faxing.

**Responsibilities: Prior to the weekend:**

**Referrals to Weekend Services from Community Areas**

PHNs:

- Identify clients who are being referred to weekend services and let CA admin know, as per routine practice.
- Ensure SAFT and SVP and Care Alerts (section 1c of SVP), if relevant, are included in the referral information being faxed to weekend services. Ensure a Care Alert sticker is placed on the SVP prior to faxing.

Community Area Administrative staff:

- Community Area offices are to fax to Central Intake a copy of the SAFT, SVP and flagging active Care Alerts (section 1c of SVP) with **weekend referrals**.
- Upon receiving the fax, Central Intake will ensure that the SAFT and SVP are attached to the referral/weekend chart for use by weekend PHNs. Ensure there is a Care Alert sticker on the SVP for active alerts pertaining to section 1c.
- If the SAFT and SVP were not sent by the community area, a note should be left on the referral advising the PHN to do a SAFT.

## Weekend Services staff:

### PHNs:

- For new hospital discharges which are existing clients of PPH, the Routing Note in Momentum will be checked by admin to confirm if a SVP or Care Alert exists. Work is underway to ensure communication of Care Alerts identified in hospital, to PPH upon discharge.
- It is expected that PHNs will conduct the safety assessment prior to any home visits and document using the SAFT form.
- Document in HPECD as per guideline.
- Ensure the SAFT, SVP and Care Alerts, if required, are included in the chart couriered back to the CA (Care Alert sticker on the SVP). Care Alerts should be flagged using the Care Alert sticker, per the PPH SAFT/SVP guideline.
- The Community Area paper chart is the source of truth and official repository of SAFT, SVP forms and Care Alerts.

### Administrative staff

- Weekend Services will check to see if the community area sent a referral in advance for this client, and if so, if there is a SAFT and SVP attached. If there is no SAFT then a note should be left on the referral advising the PHN to do a SAFT, along with the SAFT form.
- Attach a blank SAFT form to all new hospital referrals prior to distributing to weekend services nurses.
- Attach relevant Care Alert Care Plans received with post partum referrals.
- **Ensure all SAFTs and SVPs completed by weekend services staff are included in the relevant client's chart and couriered to the relevant CA office**, along with any other documentation, e.g., care plans for care alerts, received from hospitals (per routine weekend services chart transfer processes).
- **The Community Area paper chart is the source of truth and official repository of SAFT and SVP forms and Care Alert information**. Thus, any copies of SAFTs and SVPs received by weekend services from community areas on clients referred by CAs to weekend services will be appropriately disposed of in the designated confidential shredding.
- PHN #1 is responsible to ensure that all PHI is appropriately secured at the end of the shift.