



14 January 2019

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Our Ref: FOI 3145

Thank you for your request concerning our IAPT service policies.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**1. Does the local IAPT service policy stipulate that clinicians (low/high intensity workers/telephone triage) should routinely ask clients (or prospective clients) if they have experienced trauma or other adverse life experiences?**

No. The Operational policies for the Herts and Essex IAPT services do not provide explicit detail on the questions asked at point of assessment. All IAPT staff are trained via BABCP accredited courses for either Psychological Wellbeing Practitioners or High Intensity CBT therapists to carry out a comprehensive assessment which includes asking for information about trauma and/or adverse life events.

**2. When trauma is assessed, are structured / standardised tools (eg questionnaire measures) used to assess trauma exposure and post-traumatic symptoms?**

Yes, in line with National IAPT guidance our IAPT services use the Impact of events scale.

**3. When trauma is disclosed (at any point in assessment/ treatment), how is it recorded in the clients' notes? Is there a local policy for a standard way in which this should be recorded? (E.g. description within case notes, inclusion in formulation, trauma questionnaire, ICD code).**

All clinical notes are recorded on the IAPT electronic patient record (EPR) system which is PCMIS in the appropriate section. In addition the EPR system requires clinicians to record the "problem descriptor" for each service user (corresponding to their primary diagnosis) via a drop down menu. This lists Post Traumatic Stress Disorder (PTSD) as an option. The "Impact of events scale" questionnaire is featured on the PCMIS system and it is a requirement that clinicians complete this questionnaire for any service users presenting with the problem descriptor of PTSD. Service users requiring treatment for PTSD are seen at Step 3 by a High Intensity Therapist (HIT). All HITs have been trained to provide trauma focused therapy, using, Clark and Ehlers' framework and formulation for PTSD.

The Trust has a number of policies which guide teams on standards for record keeping these include the Data Quality policy and Care Records Management policy. All team members are expected to adhere to these policies and there is no specific policy relating to the IAPT service. Those clinicians who hold a professional registration are also required to record clinical information in line with the guidance as laid down by their professional body.

**4. Is the above information audited at a service level?**

No, however all clinical cases are discussed in supervision where the above is monitored

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith**  
**Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

