

12 November 2019

Information Rights & Compliance Team  
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Our Ref: FOI/03454

Thank you for your request concerning our policy around the discharge of service users through substance abuse.

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

Please provide the below information around the discharge of service users through substance abuse.

**1) What is the name of this policy**

Please see enclosed our Adult Community Operational Policy.

**Eligibility for Service**

People with a current primary diagnosis of substance or alcohol misuse should be referred to relevant drug and alcohol services (CGL) for substance misuse treatment.

**NOTE:** Although the above policy outlines the eligibility for service it could also be a clinical decision. If the clinician felt the service user at that time did not have the capacity to engage with services effectively they would be signposted to CGL initially to address their substance abuse with a referral back to us when appropriate.

I have also enclosed our Dual Diagnosis Policy which you may also find helpful.

**2) Who wrote this policy**

Please see the front of the policy; the Lead Author was the Practice Governance Lead.

**3) What is the date of this policy**

Please see the front of the Policy; 29<sup>th</sup> March 2019.

**4) How many services users have been discharged due to substance abuse**

It is not possible to provide you with the number of services users discharged due to substance abuse as this is not a reportable category. However, I can tell you that from 01 April 2019 to 01 October 2019 there were 516 discharges from Colne House, Watford.

Under section 12 of the FOIA a public authority does not have to comply with a request for information if the cost of compliance exceeds the appropriate limit.

For us to provide this information would involve us manually going through every of the 516 patient records to read and establish the discharge reason. To carry out this task would exceed the appropriate cost limit of £450 as it is estimated that it would take 5 minutes to locate the discharge summary within each record and extract the data i.e. 43 hours @ £25 = £1,075.

Should you require further clarification or like to discuss payment, 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](#).

