

## **Extract from our Adult Community Mental health Services Operational Policy v3.1**

### **District of Residence**

The District of Residence of any person is sometimes difficult to determine. The guidelines below seek to address the issue and clarify lead responsibility for ensuring any dispute is resolved. The term 'district' refers to the Local Authority District Councils of Hertfordshire.

During any period of time whilst a dispute is being resolved the ACMHS that has received the referral must ensure the service user is offered an appropriate service and care is taken that the issue of the District of Residence does not delay any required treatment.

If a person is a resident of Hertfordshire, with home address in Hertfordshire, the District of Residence is normally determined by the GP practice where the person is registered. This rule however does not always apply. Many people, particularly on the boundaries of Hertfordshire, are living in a post code address which is in a different ACMHS area to the GP practice where they are registered. When this is the case the service user post code will usually determine the appropriate ACMHS to offer a service. This will be the ACMHS local to the area in which the service user is living.

HPFT will provide mental health treatment for all persons registered with a Hertfordshire GP (regardless of address) except in areas where there is an explicit agreement for such services to be commissioned by another provider.

Social care services will be provided to all residents of Hertfordshire regardless of the GP surgery with which they are registered. When a person is residing in a neighbouring County, social care services will be provided by the County in which they reside.

People of no fixed abode who are not registered with any GP practice become the responsibility of the ACMHS in the local area providing the initial emergency care. It follows therefore that if the person assessed has to be transferred to an out of area contracted secure bed that person remains the responsibility of the Hertfordshire ACMHS where the most recent mental health assessment took place.

When a service user who is open to a ACMHS in one district moves house to a new district, transfer of care should happen within the Trust Transfer Policy expectations. Service users will be encouraged to register with a GP local to their new address but this should not be a barrier to using their local ACMHS services.

If a patient is being placed/discharged into HPFT catchment area but the patient was detained under Section 3 of the Mental Health Act after April 2016 then the admission responsibility remains with the NHS Trust who has S117 responsibility.

If a service is not immediately available in the service users district of residence then they can be offered the service in another e.g. psychological or art therapy groups.

## **Extract from our Bed Management Policy v4.**

### **10. Out of Area Presentations**

Service users from out of area who present to HPFT services and are assessed as requiring admission, are in the first instance, to be referred back to their responsible commissioning service by the gatekeeping service, as determined in 'Who Pays – Responsible Commissioner Guidance'.

In the event of a dispute, the Manager of the Bed Management Team will liaise with the relevant provider organisation and local Clinical Commissioning Group to escalate and resolve.

Where this is not possible and admission to a HPFT bed is necessary, the Bed Manager or out of hours on call manager will make the necessary arrangements and inform the responsible area that they will be charged for the admission. This might include arranging a non-HPFT bed if capacity is at OPEL 3 or 4, as outlined in the Surge and Escalation Plan.

In situations where this agreement cannot be reached, the Service Line Lead or On Call Manager must be contacted for advice as to the next step and authorisation.

The Bed Manager will inform financial services of any out of area admissions or private placements to enable correct reporting, monitoring and minimising expenditure.

In the instance of an individual presenting who is not registered with a GP, the Bed Manager would act within the guidance provided by 'Who Pays – Responsible Commissioner Guidance', which states that the area that the individual considers themselves ordinarily resident is responsible for their inpatient stay.

Where an individual has been picked up by the Police and they are not ordinarily resident in the UK or are of No Fixed Abode (NFA), then the location of Police contact will determine their responsible area.

Looked after children who are now adults, who are the responsibility of the Hertfordshire Local Authority but reside outside of Hertfordshire, will need to be admitted to where they are registered with a GP.