

18 May 2022

Information Rights & Compliance Team  
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Our Ref: FOI/04221

Thank you for your request concerning Community MH Care Planning.

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

**1. A blank community mental health team care plan (care plan template)**

All our Service Users Care Plans form part of the Care Documents application within our Electronic Patient Recording (EPR) and a blank community mental health care plan cannot be produced without service user information.

However, under Section 16 – Duty to provide advice and assistance I attached our Care Planning Principles and our Learning Disability Step by Step guide which you may find helpful.

**2. A community mental health team care plan completed as ‘dummy patient’**

Please refer to the answer to question 1, we are unable to provide you with a dummy patient care plan<sup>1</sup>. Please be advised that the FOIA does not oblige a public authority to create information to answer a request if the requested information is not held or exist. The FOIA duty is to only provide the recorded information held.

**3. The name of the electronic health record that you use**

Paris.

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**

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<sup>1</sup> Section 1(1) Any person making a request for information to a public authority is entitled  
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and  
(b) if that is the case, to have that information communicated to him.

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](#).

