

Children & Young Person’s

Mental Health Service Information Passport

Template for Use

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Prepared by: NHS England in collaboration with national participation partners GIFT for children and young people, and YoungMinds for parents and carers

Classification: OFFICIAL

The National Health Service Commissioning Board was established on 1 October 2012 as an executive non-departmental public body. Since 1 April 2013, the National Health Service Commissioning Board has used the name NHS England for operational purposes*.*

This template is in a Microsoft Word format so it can be edited when developing information passports for use. Once changes have been made, the passport should be attributed to the service and client, not NHS England overall.

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Mental Health Service Passport

The aim of this passport is to help **the service user** to own and communicate their story when moving between different services. The passport provides a summary of **the service user’s** time with **the practitioner** in **ZZZ** service, for the information will be owned by **XXX**, and for it to be shared with any future services[[1]](#footnote-1) if **the service user** wishes.[[2]](#footnote-2) This passport must be created by **the service user** with the support of **the practitioner**. **The practitioner** should brief **the service user** on interim support available when issuing this passport. The practitioner and service user should ensure that any clinical information is also within the patient record, and that any extra details on personal preferences will be clearly shown.

**Please see the** [**guidance**](https://www.youtube.com/watch?v=pUe3-SCaxls) **available on how to fill out this passport.[[3]](#footnote-3)[[4]](#footnote-4) There are also two filled in examples,** [**one for a young person**](http://www.england.nhs.uk/mentalhealth/wp-content/uploads/sites/29/2015/10/cyp-info-passport-yp-example.pdf)**,** [**one forensic**](http://www.england.nhs.uk/mentalhealth/wp-content/uploads/sites/29/2015/10/cyp-info-passport-forensic-example.pdf)**, and** [**one for a younger child with parent/carer**](http://www.england.nhs.uk/mentalhealth/wp-content/uploads/sites/29/2015/10/cyp-info-passport-child-example.pdf) **input.**

**Private and Confidential**

Service User Name: **XXX**

D.O.B

Client NHS number:

Address:

Alternate Address (for example university address with term dates):

Date discharged from Service:

Name of therapist: **YYY**

Name of Service: **ZZZ**

Contact information:

|  |  |
| --- | --- |
| **Title** | **Guidance[[5]](#footnote-5)** |
| About **XXX** | Statement about self which can include positive protective factors (hobbies etc.), wider life goals (e.g. beyond therapy) |
| Main statement | **XXX** & **YYY** to write a statement together of what they perceive to be the main issues they have worked on/would like to work on with services/in a therapeutic setting   * What has been achieved? * What **XXX** would still like to work on now or in the future? |
| History | Key events  Diagnosis/issue:   * What has **XXX** been diagnosed with? * Is this agreed with **XXX**? * When was this diagnosis made (date/age)?   Presentation:   * Symptoms /difficulties * Other influencing factors (e.g. home life)[[6]](#footnote-6) * Strengths or mediating factors * Has there been any risk to self or others?   Current medication  Other services **XXX** has had contact with whilst seeing **YYY** including other teams (e.g. Youth Offending Teams), or residential placements (e.g. inpatient or detention)  Reason for discharge |
| Clinical Involvement History | What therapeutic intervention(s) have **YYY** used with **XXX**?  Did **XXX** find this/these helpful or unhelpful?   * If helpful – why? Name specific elements * If unhelpful – why? Name specific elements   What therapy have they received previously? Was this successful/unsuccessful and why*(as above)*?  What does **YYY** suggest is most helpful therapeutic intervention when working with **XXX**? |
| Specific Needs | Appointments:   * Preferred appointment times (after school/college) * Preferred venues (in/out of clinics)   Management of risk  Practitioner preferences(female only)  Engagement barriers (DNAs; trust issues) |
| Proposed / suggested support | What specific referrals are to be made?  Which therapeutic intervention would suit **XXX** needs and why?  Suggested interim support from charities/ other support services  Suggested support required when transitioning to and from residential placements e.g. inpatient or detention  How **XXX** would like their parent/carer/family to be involved[[7]](#footnote-7)  Any additional comments |

**XXX** Signed:

**YYY** Signed:

Date Passport Issued:

1. Practitioners receiving this passport should also seek appropriate access to the client’s records from previous services. [↑](#footnote-ref-1)
2. This passport template is for guidance only. Its layout and content is flexible to the preferences of those completing it. [↑](#footnote-ref-2)
3. The completion of this template should be in line with the practitioner’s clinical and professional judgement, legal requirements and [guidelines on consent, capacity, competence](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/138296/dh_103653__1_.pdf) and the [Mental Health Act Code of Practice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/435512/MHA_Code_of_Practice.PDF). This covers the inclusion of information regarding third parties. [↑](#footnote-ref-3)
4. The template must be used with due regard to equalities and health inequalities as cited under the Equality Act 2010 [↑](#footnote-ref-4)
5. The suggestions in the table are not exhaustive, please add/amend where necessary and appropriate. [↑](#footnote-ref-5)
6. Practitioners should exercise their professional judgement on any information included regarding third parties [↑](#footnote-ref-6)
7. Due regard should be given to Fraser guidelines ([MHA](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/435512/MHA_Code_of_Practice.PDF), p.176). If a competent service user’s preference is for parents/carers not to be involved or know about the passport, it would have to be an essential part of care or treatment that the service user’s wellbeing depends on. [↑](#footnote-ref-7)