

Uploading documents for Tribunal hearings

A guide for health services about uploading documents for Mental Health Tribunal hearings

For each hearing, the Tribunal will share access to a document folder on the Tribunal's extranet with the health service asking for documents to be uploaded **at least 2 business days before the hearing**. Also ensure the patient is given the hearing report and access to their file at least 2 business days before the hearing.

What documents to put in each sub-folder

Folder	Documents to upload
1. Legals	<ul style="list-style-type: none"> • Application(s) to the Tribunal – such as the Authorised psychiatrist's application for another treatment order or Application for ECT. Note: Applications to deny access to documents go in a separate folder (see 5. below) • The orders that establish the Tribunal's jurisdiction (the temporary treatment order or treatment order, and if the patient is subject to a temporary treatment order, the assessment order) • Variation from community treatment order to inpatient treatment order within last 28 days • Nominated Support Person form • Client management interface (CMI) legal status history
2. Report	<ul style="list-style-type: none"> • The report for the main hearing as specified in Practice Note 1 • Advance statement of preferences • What I want to tell the Tribunal form • Any other submissions or documents the treating team believes are relevant to the hearing
3. Progress notes	<ul style="list-style-type: none"> • Latest discharge or admission summaries • Consultant notes in date order for the last three reviews • Notes from registrar/medical officer reviews in date order during the three months prior to the hearing • Notes from case manager reviews in date order during the three months prior to the hearing • Nursing notes for up to a month preceding a hearing held during an inpatient admission <p><i>Continued next page...</i></p>

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	<ul style="list-style-type: none"> • Second psychiatric opinion report • Correspondence from private/specialist practitioners or general practitioners • Forensic, social work, occupational therapy, psychological and neuropsychological reports • Any reports related to additional therapeutic interventions offered by the service • Information about non-clinical or community supports involved in the person's care
4. Attendance	<ul style="list-style-type: none"> • Attendance sheet - Tell us who is attending the hearing (i.e. whether patient or a support person is attending and their names; and the names and titles of health service staff who are attending).
5. Application to deny access to documents (if applicable)	<ul style="list-style-type: none"> • MHT 30 Application to deny access to documents • All documents subject to the application to deny access to documents.

Labelling documents

Label each document (or bundle of documents) with the patient's initials, UR number and document type.

For example:

- AB 123456 – MHT 3 Report
- AB 123456 – Legals (*Temporary Treatment Order, Treatment order and variations can be bundled together*)
- AB 123456 – Progress Notes
- AB 123456 – CMI legal status history
- AB 123456 – Forensic Report
- AB 123456 – Second Psychiatric Opinion

Document format

- All documents should be in **PDF format**.
- **Do not password protect any documents**. The Tribunal's SharePoint site is secure and was approved by the Department of Health and Human Services Cyber Security Management Team.
- **Progress notes must be** provided in date order with the most recent documents first.
- **You can bundle progress notes together**. If the bundle is over 50 pages you must **add bookmarks** indicating the date and type of for each document in the PDF to make it easy for Tribunal members to identify documents and navigate to them.

How to bookmark and edit PDFs of bundled progress notes

The Tribunal recommends using Adobe Acrobat to bookmark and, if necessary, arrange documents in PDF files containing bundles of progress notes over 50 pages.

The following pages of the Adobe Acrobat website includes instructions on how to:

- [create and edit bookmarks to index documents in a PDF file](#)
- [reorder pages in a PDF to chronological order](#)
- [combine files into a single PDF document.](#)

Drag and Drop Documents

Some health services are no longer able to drag and drop documents into our extranet. We think this issue was caused by a Microsoft update to SharePoint that resulted in some older browsers no longer being supported.

Here are the work-arounds health services can use.

Option 1

Use the 'Upload' button shown in the screen shot below. A disadvantage of this option is that you will need to click into the relevant folder before clicking the upload button and selecting the relevant documents to upload



Hearing Papers and Determinations > 2022-12-09 > 01. Room 1 > 09.30 - JS 123456 - Health Service

Name	Modified	Modified By
1. Legals	Tuesday at 10:29 AM	Finn Clifford (MHT)
2. Report	Tuesday at 10:29 AM	Finn Clifford (MHT)
3. Progress Notes	Tuesday at 10:29 AM	Finn Clifford (MHT)
4. Attendance	Tuesday at 10:29 AM	Finn Clifford (MHT)
5. Application to deny access to documents	About a minute ago	Jack Spencer (MHT)

Option 2

Dragging and dropping still works with Google Chrome, and probably with other newer web browsers also.

Another option is to set Chrome as your default web browser so that the folders will open in Chrome where dragging and dropping works. You can set Chrome as your default browser by:

- Opening Chrome
- Clicking on the three dots in the top right hand corner of the screen
- Select 'Settings'

- Select 'Default browser' in the menu on the left
- Select to make Chrome your default web browser (if you don't have the admin rights to do this you will have to ask your IT helpdesk for help).

Option 3

When they receive a link to access a folder, they could right click on the link and select to copy it, and then paste it into the address bar at the top of Chrome and press enter. The folder should open in Chrome where dragging and dropping works.

Security

The Mental Health Tribunal extranet is a secure Microsoft SharePoint site with 2 step verification. It was approved by the Department of Health and Human Services Cyber Security Management Team.

Need Help?

If you have any questions you can email registry@mht.vic.gov.au.