

## SFJGE13 - SQA Unit Code DK3J 04

### Carry out assessment to identify and prioritise needs associated with substance misuse



---

#### Overview

This unit is about referring individuals with less complex needs directly to less structured substance misuse services (such as drop-in advice services), and identifying when an individual has more complex needs which require referral to a comprehensive substance misuse assessment.

#### There are three elements

- 1 Assess the individual's substance misuse problem and their understanding of services available
- 2 Assess the needs for referral to substance misuse services or to a comprehensive substance misuse assessment
- 3 Make referral to a substance misuse service or comprehensive substance misuse assessment

#### Target Group

This unit is applicable to those whose responsibilities include assessing an individual's misuse problem and making appropriate referrals.

## SFJGE13 - SQA Unit Code DK3J 04

### Carry out assessment to identify and prioritise needs associated with substance misuse

---

#### Performance criteria

#### Assess the individual's substance misuse problem and their understanding of services available

*You must be able to:*

- P1 conduct the assessment of the individual promptly to maintain the individual's motivation and seize the opportunity to engage them in treatment
- P2 conduct the assessment in line with locally agreed criteria and using standardised documentation
- P3 obtain information from the individual and if applicable, from the referring agency, in line with protocols
- P4 take account of historical factors where disclosed by the individual as well as presenting factors
- P5 assess the individual's understanding of services available and readiness to engage in a treatment programme
- P6 deal with challenging, abusive, aggressive or chaotic behaviour
- P7 assess any risk to the individual which may result from substance misuse and/or co-existent problems
- P8 encourage the individual to ask questions, seek advice and express any concerns
- P9 seek support from the appropriate person as soon as possible when there are any problems with the assessment
- P10 record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken

#### Assess the need for referral to substance misuse services or to a comprehensive substance misuse assessment

*You must be able to:*

- P11 access up to date and accurate information on services within your locality
- P12 present the possible interventions to the individual in a positive manner and review the advantages and disadvantages with them
- P13 present the possible interventions to the individual in a manner, level and pace appropriate to them
- P14 agree an appropriate course of action with the individual according to the intensity of intervention required
- P15 give the individual appropriate support to check any information on the agreed intervention before it is finalised
- P16 record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken
- P17 ensure that the outcomes of the assessment and the agreements reached achieve the best balance between the interests of the individual, any inherent risks and the legal duty of care

## SFJGE13 - SQA Unit Code DK3J 04

### Carry out assessment to identify and prioritise needs associated with substance misuse

---

- P18 justify the choice of intervention according to locally agreed criteria
- P19 discuss assessments with other members of the substance misuse service team in order to ensure consistency of approach
- P20 provide continuing support to individuals who do not want to be referred

#### **Make referral to a substance misuse service or comprehensive substance misuse assessment**

*You must be able to:*

- P21 make referrals in line with local protocols and the eligibility criteria for accessing services
- P22 refer the individual to the appropriate service with the required degree of urgency
- P23 share information obtained during the assessment with services to which the individual is referred according to agreed protocols
- P24 plan arrangements for the referral with the individual and facilitate their contact with the service
- P25 agree with the individual the information to be passed to the service
- P26 obtain feedback from the service, following the referral, to evaluate and refine referral practices
- P27 record details of the assessment and referral for reporting and evaluation purposes

## SFJGE13 - SQA Unit Code DK3J 04

### Carry out assessment to identify and prioritise needs associated with substance misuse

---

#### Knowledge and understanding

*You need to know and understand:*

#### Legislation and organisational policy and procedures

- K1 the principles of the Children's Act 1989 and the UN Convention on the Rights of the Child 1989
- K2 how to obtain information from individuals and other agencies in line with protocol
- K3 how to pass information obtained during an assessment to another agency inline with local protocols

#### Theories and practice

*You need to know and understand:*

- K4 how to involve an individual in the assessment of their needs
- K5 how to assess an individual's understanding of services available and readiness to engage in a treatment programme
- K6 how to assess the required degree of urgency when referring individuals to services
- K7 how to deal with challenging, abusive, aggressive or chaotic behaviour
- K8 how to assess individuals who are intoxicated
- K9 who can provide support when there are any problems with the assessment
- K10 how to achieve consistency in assessments with other workers in your organisation
- K11 the importance of adhering to locally agreed criteria and documentation when carrying out assessments
- K12 how to involve adults with parental responsibility in the assessment and referral of children and young people
- K13 how to take account of a child or young person's age and maturity when involving them in assessment

#### Information handling

*You need to know and understand:*

- K14 the importance of keeping full and accurate records, and how to do so
- K15 the principle of confidentiality, what information may be given to whom
- K16 how to present information in a manner, level and pace appropriate to the individual
- K17 the importance of monitoring the situation regarding an individual's misuse of substances, and how to do so

#### Risk assessment

*You need to know and understand:*

- K18 how to assess the risk to individuals and to others from their substance misuse and/or co-existent problems
- K19 the importance of regularly reviewing risk assessments

## SFJGE13 - SQA Unit Code DK3J 04

### Carry out assessment to identify and prioritise needs associated with substance misuse

---

#### Substance misuse

*You need to know and understand:*

- K20 the range of different substances and their effects
- K21 the range of different indications of substance misuse, physical, behavioural and information provided by the individual or from other sources
- K22 ways of keeping your knowledge about substances and indications of substance misuse up to date
- K23 how to understand the jargon used by substance misusers in your locality

## **SFJGE13** - SQA Unit Code DK3J 04

Carry out assessment to identify and prioritise needs associated with substance misuse

---

### **Additional Information**

#### **Links to external NOS**

This unit is imported from the Health and Social Care suite of standards, and was developed as part of the Drugs and Alcohol National Occupational Standards (DANOS).

## SFJGE13 - SQA Unit Code DK3J 04

Carry out assessment to identify and prioritise needs associated with substance misuse

---

**Developed by** Skills for Justice

---

**Version number** 1

---

**Date approved** January 2008

---

**Indicative review date** January 2010

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Skills for Justice

---

**Original URN** SfJ GE13

---

**Relevant occupations** Public Services; Public Service and Other Associate Professionals;

---

**Suite** Resettlement of Offenders;

---

**Key words** Substance misuse, assessment, referral

---