



delivering differently

wellbeing and work - Fife

Mental Health and Work Indicator

2019

Name:.....

Date:.....

Organisation.....

Interviewer:.....

The Delivering Differently Mental Health and Work Indicator is designed to be used as part of an organisation's existing client interview/assessment process. Its purpose is to:

- Help frontline staff have an appropriate (and supportive) conversation with people about how much issues around their mental health might impact on their journey to work;
- Ensure people who have more complex mental health problems are identified as early as possible and get signposted to appropriate support; AND
- Inform data on the scale of which mental health problems affect people on the employability pathway in Fife.

The following questions are prompts – please feel free to use language and words which are more comfortable and appropriate to the conversation you are having.

A Likert scale and a guide to assessing whether people's responses indicate a no barrier or a low, medium or high barrier to employment is attached at the end of the form.

It is essential that this assessment is discussed and agreed with the individual you are meeting with.

1. How easy do you find facing the day: getting up and dressed and leaving the house?

Please tell me more

2) Is it easy enough for you being around others?

Please tell me more

3) Have you sought out any kind of support for your mental health in the last 12 months? OR are you thinking about getting support and if so what about?

Please tell me more:

4. How have you been feeling within yourself? Has your mental health been affecting your progress to work or in work?

Please tell me more:

When the conversation is finished check that you are in agreement with your client/customer for the level of barrier suggested.

The client/customer has the final say.

Final agreed assessment, please circle: none low medium high

Please also ensure that the individual understands what will happen with this data and has approved how it will be used. They must sign following the statement below.

About your data –

Why do we collect data about you?

We collect data about you, from you. We only use this to provide high quality, tailored support to help you on your employability journey. We treat all information we hold about you as private and confidential.

If you give us permission, we will put the result of this Assessment onto a computer system to be shared with key partners in the Opportunities Fife Partnership (full details are available at www.opportunitiesfife.org/privacy). In addition to the assessment outcome your worker may also add some brief notes to explain the assessment decision.

If you do not give us permission to share your Assessment results, we will keep it stored securely and confidentially and will not share it with anybody without your prior consent. All of the other data we store about you is kept on a computer system and is shared with key partners in the Opportunities Fife Partnership. This data is shared under a strict agreement about confidentiality and making sure that it is only used to give you support or to report non-personal data to our funders and/or the Scottish Government.

What is our legal basis for collecting this data?

We only collect this data with your explicit consent in order to provide you with a tailored service. If you do not give us permission to collect and use your data in this way, then we can still provide a service, but it is more effectively tailored to you if you give us your consent to use your data appropriately.

How will this form be kept?

We will keep a paper copy of this form in a secure, locked cabinet with restricted access. Named Fife Council and/or Scottish Government staff or agents may be given access for audit purposes only.

How long will the form be kept for?

The paper form will be kept for a minimum of 9 years following financial completion of this funded project for audit purposes after which it will be securely removed and destroyed. We require permission from the Scottish Government to destroy data to ensure all audit requirements have been met. These timescales are outwith our control, but we envisage that in most cases data will be destroyed within 10 years.

How will your information be shared?

The detailed information in this form will not be passed on or shared with anyone that it does not concern or who is not authorised to access it. If you and your worker feel it would be helpful to share this information with someone in another organisation then they can only do this with your express permission.

What are your rights regarding this information?

You have the right to access (see) what information is being stored and processed about you to ensure it is accurate and up to date.

You have the right to rectify or erase data we hold about you as well as the rights to restrict or object to the processing – please contact us if you have any concerns or wish to exercise any of these rights.

You have the right to make a complaint to the Information Commissioner’s Office – please visit www.ico.org.uk to find out how to do this.

You can also request to have a follow up mental health and work indicator assessment if you feel that the level of your mental health barrier in relation to work has changed.

Agreement:

Do you agree with the assessment of your mental health barrier with regard to work as discussed above?
Yes/No

Do you agree to us putting this information into the computer system for sharing with selected specialist partners as outlined above? Yes/No

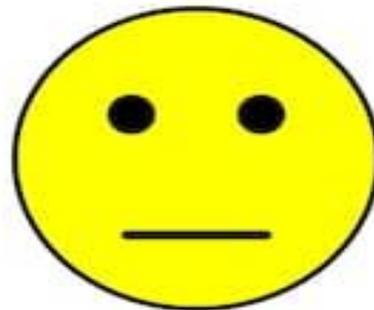
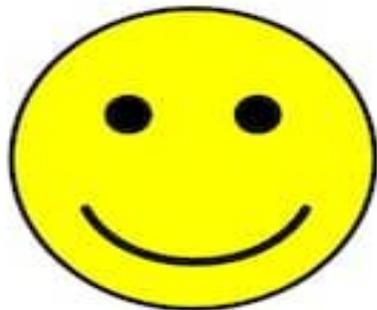
Client Signature: Date:

Employability Staff Signature:.....Date:.....

DD Mental Health and Work Indicator Likert Scale

1 is easy and 9 is very difficult

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---



Annex – example responses and related assessment

1. How easy do you find facing the day: getting up and dressed and leaving the house?

Easy	No need to pursue the topic unless something else comes up which one might think warrants re-visiting the question.
Challenging	How do you manage that?

If the person is struggling to answer this question then it may be appropriate to show them the attached scale of 1-9 and ask them to identify where they sit on the spectrum with 1 being easy and 9 being difficult.

<i>Examples of the kind of answer someone might give</i>	Scale rating	MH as barrier
I find it easy to get up and leave the house. I do it daily with no problems	0	None
I can manage, sometimes it can be difficult but I do it anyway.	1-3	Low
Some days I can't face it. Mostly I manage even though it might be difficult.	4-6	Medium
It is always difficult. I can manage only occasionally.	7-9	High

2. Is it easy enough for you being around others?

Yes	No need to pursue the topic unless something else comes up which one might think warrants re-visiting the question.
No	How do you manage that?

If the person is struggling to answer this question then it may be appropriate to show them the attached scale of 1-9 and ask them to identify where they sit on the spectrum with 1 being easy and 9 being difficult.

<i>Examples of the kind of answer someone might give</i>	Scale rating	MH as barrier
I feel comfortable and confident being around other people	0	None
Usually I'm OK but it can be a bit much.	1-3	Low
I find it difficult, mostly I am uncomfortable with others	4-6	Medium
It is too difficult for me to be around others	7-9	High

3. Have you sought out any kind of support for your mental health in the last 12 months? OR are you thinking about getting support and if so what about?

No	No need to pursue the topic unless something else comes up which one might think warrants re-visiting the question.
Yes	Can you tell me where you got that support from?

<i>Examples of the kind of answer someone might give</i>	MH as barrier
Friend, family, GP, Third sector support like Breathing Space, SAMH, Nightline	Low
Has a CPN, Counsellor, psychology, OT or similar	Medium
Been hospitalised, been on Compulsory treatment order (CTO), social worker or has someone else managing their affairs	High

4. How have you been feeling within yourself? Has your mental health been affecting your journey to work?

No	No need to pursue the topic unless something else comes up which one might think warrants re-visiting the question. No further questions required.
Yes	How much is it impacting on your journey? Can you describe in what ways it is impacting for you?

If the person is struggling to answer this question then it may be appropriate to show them the attached scale of 1-9 and ask them to identify where they sit on the spectrum with 1 being easy and 9 being difficult.

<i>Examples of the kind of answer someone might give</i>	Scale rating	MH as barrier
Mental health makes me feel uncomfortable when I am doing tasks to do with work. (feel nervous/worried)	1-3	Low
I do not do activities to do with work due to my mental health (anxiety or negative thoughts stopping them)	4-6	Medium
I avoid every day <i>or</i> work activities due to my mental health (anxiety, safety seeking behaviour, negative thoughts, paranoia)	7-9	High