

# 10 mins of MaST a day

A short guide to help you prioritise your caseload activities when you have limited time.

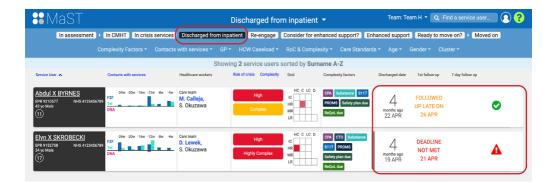
**\***MaS<sup>†</sup>

## STEP 1:

### Check that people discharged from inpatients are booked in for follow up

### Review Service users that have recently come out of crisis services and arrange follow up

- Choose 'discharged from inpatient'
- Check whether there are any follow ups due or overdue
- Allocate a HCW to complete the follow up and record this correctly

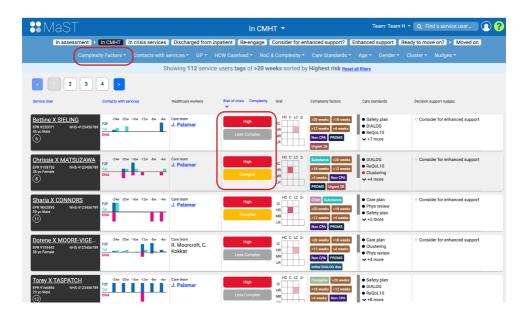


### **STEP 2:** Choose one additional activity each day

### Review people who have not been contacted for 4 weeks, 12 or 20 weeks who are more likely to use crisis services

#### Choose the in CMHT page

- Select >4wks, >12wks or >20 wks
- Sort the page by risk of crisis
- Allocate a HCW to complete a follow up and record this correctly





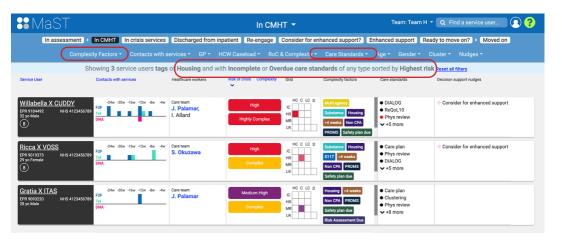
## Review service uses who may have more complex support needs

### **Choose In CMHT**

Select complexity factors such as Housing or CTO or No HCW

Select Care standards filter and select a care standard such as Care Plan and overdue

Identify who will conduct and record the care standards review

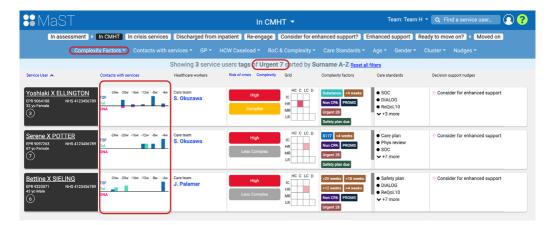


### Check that people who have used urgent care services have been followed up



Use the complexity factor Urgent 7 to check for people who have used urgent care service in the last 7 days

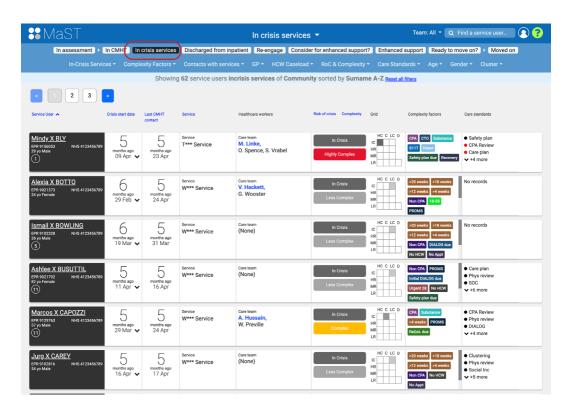
Check that everyone has been followed up and has had their safety or risk plan reviewed recently



### Review people in crisis in the community

#### Choose the in crisis services page

Select the community tab. Ensure the appropriate follow up is in place for all service users on the list.





MaST helps you easily view and manage your caseloads. It's designed to give you the information you need when you need it, minimising administration time so you can spend it on recovery focused care with your service users.

MAST isn't there to replace your knowledge, and expertise but should help support you and the clinical decisions you are making on a daily basis

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