

## PROCESS FOR SECT. 65 & 100 OF LTA APPLICATION



**The following generic process will be followed by Future 4U Limited. This process may be adapted by the Practitioner to suit the requirements of the specific case.**

The client contacts the Practitioner.

Practitioner enquires as to the availability of funding for the client from NZTA. The client makes an appointment with Future4U for a comprehensive assessment.

1. The client attends the assessment. Please allow for 2.15 hours. On the day: The client will be given feedback regarding possible interventions. Follow up appointments will be required. NZTA funding is only available for a year from the time NZTA have allocated funding to an assessor. Please read this form as a signed copy will be required on the day.
2. Client will complete the intake form.
3. Client signs the Release of Information Agreement
4. Client signs Request for criminal conviction history form. Or client will arrange from the court house a copy to be provided to assessor.
5. Client will sign the Confidentiality Agreement.
6. Take part in a comprehensive assessment and screening tools.
7. Please bring a current form of identification along.

The client is required to complete blood tests with Taranaki Med Lab.

1. The Practitioner will provide a form to the client for the specified blood tests.
2. Please take a form of identification along. No appointments required.
3. Med lab details: 72 Vivian Street, New Plymouth, New Plymouth. (06) 758 7450.

Client attends an appointment made with Dr Koen's practice:

1. The Practitioner notify the client once the results of the blood tests have been received.
2. Yvonne contacts Dr Koen's practice manager to make an appointment for the client to see Dr Koen.
3. Future 4U pays for first appointment. Client does not need to pay for attending initial appointment.
4. If the client fails to attend an appointment then he/she will have to pay the full medical examination fee to the doctor before the process will continue.
5. Please take a form of identification along.
6. Dr Koen's details: 72 Vivian Street, New Plymouth, New Plymouth. (06) 758 6666.
7. Client attends the medical assessment and complete a urine test.
8. Dr Koen completes the assessment and compiles a report before forwarding it to Future4u.

The client attends a follow up session with Future 4U, once all information has been collated.

1. Outcomes may include:

- A. Education or counselling. In these instances a report from the agency delivering the service is required before the application process can continue. The cost of this is for the clients personal account and is not covered by NZTA fees.
- B. Management plan
- C. Redirection to other agencies. In these instances a report from the agency delivering the service is required before the application process can continue. The cost of this is for the clients personal account.
- D. Further medical tests.
- E. Client brings a letter from significant other, family or friends supporting the clients recovery/progress statements made to the Practitioner.
- F. Client brings a letter addressed to the Director of NZTA clearly stating the awareness of the dangers of driving under the influence and the client' intentions and commitment when he receives his licence back.

The final report is peer reviewed by another NZTA approved Practitioner.

The report is submitted to NZTA

**Additional Comments:**

Clients may be redirected to other medical and healthcare services if additional assistance is required. The cost of these services, and of a written report, will be for the Clients account. This must be paid for by the client to the provider.

Future 4U commits to a professional and transparent evaluation process. All reports are peer reviewed by another NZTA previous assessor, to ensure peace of mind to our clients.

I, \_\_\_\_\_, understand and agree to the above.

Date: \_\_\_\_\_

Version: 1.3

5/6/2018