

## 1. Were forms revised as a result of the 2009/10 changes to the *Mental Health Act* (MHA)?

Yes, a number of forms were revised to incorporate the new certification criteria (change from “danger” to “harm”) and Community Treatment Orders (CTOs).

Only the new versions of the forms listed below should be used. The date in brackets indicates when the form was revised.

- MH1977 (2009/09) - Form 1 Admission Certificate
- MH1978 (2009/09) - Form 2 Renewal Certificate
- MH1980 (2009/09) - Form 4 Certificate to Admit a Person Into Alberta
- MH1983 (2010/01) - Form 7 Information
- MH1984 (2010/01) - Form 8 Warrant
- MH1986 (2010/01) - Form 10 Statement of Peace Officer on Apprehension
- MH1988 (2010/01) - Form 12 Application for Review Panel Hearing
- MH1989 (2010/01) - Form 13 Notice of Hearing Before a Review Panel
- MH1993 (2010/01) - Form 17 Decision of Review Panel Regarding Admission Certificates, Renewal Certificates or CTO
- MH1994 (2010/01) - Form 18 Decision of Review Panel Regarding Renewal Certificates & CTO's (Deemed Application)

## 2. How do I tell the difference between the old and the new forms?

New forms have the date 2010/01 or 2009/09 on the bottom of the page beside the form number, and contain CTO content and/or the term “harm” instead of “danger” in the criteria.

Old versions are not to be used and **MUST BE DESTROYED**.

## 3. Why can't I use an old form?

Form content is set out in regulation. Because the content of the regulation changed (e.g. CTOs added) only the new forms can be used as of the date that the new regulation came into effect. If old forms are used, there is a risk of a challenge that the documents are not in compliance with the MHA and regulation.

## 4. Where can I get the forms?

Electronic versions of **all forms** (1-27) are available by visiting [Mental Health Act Forms](#).

Forms 1-18 (only)

“Hard” copies of Forms 1-18 can be ordered through [Document DATAData Manager \(DDM\)](#).

Forms 19-27 (CTO forms)

CTO forms are **ONLY** available in [electronic format](#) (on this web site)

## 5. How do I use the electronic versions of the forms?

These forms can be

- completed on the computer, then printed and signed, or
- printed, then completed by hand and signed

The content of the form(s) may not be altered in any way. These forms are legislated and contain language set out and required by law, which cannot be changed.

**It is recommended that an original signature be on each copy.** You may print the required number of copies and sign each, or, print one copy, photocopy the required number, and sign each.

It is critical that the information on any MHA form is accurate and legible; please ensure all photocopies are clear. The documents must fulfill the legislative requirements and be signed and dated correctly etc. The names of the patient, psychiatrists, physicians, treatment and care providers must be readable. These are legal documents, and are “evidence” e.g. they indicate the reasons for the involuntary admission or the treatment and care plan which the patient must follow to comply with the CTO.

CTO forms 19, 20 and 21 (only) have a “save” function, that will permit the user to save the file with text entered into the “fillable” form. This allows the form to be completed over a period of time rather than in one sitting. For the protection of privacy, precautions must be taken, including ensuring that the form is saved on a secure network, not on a hard drive.

## 6. What happens if an old *Mental Health Act* form is used?

The validity of the form could be challenged. New forms should be completed as soon as possible.

As soon as you catch it, correct it! If you see that an old form was used - redo the form on the correct version.

## 7. What if I make a mistake – e.g. a date is missed on the form?

Again, as soon as you catch an error, correct it! Correct the original / copies and redistribute as necessary to ensure patients / treatment providers, etc. are referencing a complete and accurate form.

When a correction is made, record the date where the change is made, and have the correction initialed by the person who is making the change (and is authorized to sign such a form) or the person who signed the form in the first place.

## 8. What do I do with the old forms?

Destroy them.

## 9. Why the move to electronic forms?

The use of electronic forms has more flexibility and advantages over paper stock:

- forms are readily available,
- forms can be quickly amended, if required
- electronically entered information is legible, and
- it reduces or eliminates the issue of obsolete stock,
- cost savings from warehousing, distribution and printing are realized

## 10. What if there is limited access to a computer or printer? How do I get the forms?

It is advisable that even if you DO have regular access to a computer and printer, you have a few “hard copies” on hand in case there is a problem at any given time. However, forms are sometimes revised (i.e. when an error has been discovered and corrected), so it is important to print enough to have some on hand, but not to “stockpile” large quantities.