



## AYA Cancer Services Eligibility User Guide

### Purpose of the AYA Eligibility Form

This form is the first step in the AYA care pathway.

It is used to:

- Determine **whether a young person is eligible** for AYA Cancer Services
- Ensure that **all eligible AYAs are notified to the regional AYA Cancer Keyworker**
- Identify whether they require:
  - **Level 1: Initial Support** (for AYAs with low clinical complexity), **OR**
  - **Further assessment** using the Tiered Psychosocial Framework to determine the level of AYA support required (Levels 2–4)

It ensures that all eligible AYAs receive appropriate support, including those with low clinical complexity.

### How to use the Eligibility Form

#### Step 1: Determine eligibility

Use the form to confirm whether the young person:

- Meets AYA eligibility criteria (Proceed to Step 2), **OR**
- Is ineligible for AYA Cancer Services
  - AYA-specific resources may still be shared by the care team (available from <https://ayacancernetwork.org.nz/our-resources/>)
  - No further action within this pathway is required

#### Step 2: Notify the Regional AYA Cancer Keyworker (required for ALL AYAs that meet AYA eligibility criteria, including Level 1)

Notifying the AYA Cancer Keyworker:

- Ensures no AYA misses out on the services and supports available to them
- Enables early engagement and support
- Helps target more intensive support where needed
- Ensures access to disease-specific AYA supports for special groups (e.g. those aged 25-29 with sarcoma or ALL)
- Supports equity of access

## Step 3: Follow the appropriate pathway

### Level 1: Initial Support

Level 1 AYAs require initial AYA support to ensure they receive age-appropriate information and are aware of available supports.

For AYAs with low clinical complexity (typically early-stage or localised cancers requiring minimal treatment and limited hospitalisation):

- The **Keyworker – in consultation with the care team - identifies who will make contact** about AYA supports (e.g. Keyworker, AYA Champion, or CNS)
- For AYAs who are Māori, Pasifika, living rurally, or where there is a high suspicion of health service engagement risk factors, contact must be made by the Keyworker.
- **Use the form as a checklist to record that:**
  - Contact took place at an appropriate time
  - AYA (or whānau) has been contacted
  - The AYA Cancer Network Aotearoa information sheet has been provided (a legal requirement)
  - Relevant resources have been shared
- Provide **diagnosis-specific information sheets** where available. These can be found at <https://ayacancernetwork.org.nz/our-resources>

The completed eligibility form must be **uploaded to the clinical record**. This:

- Provides AYA cancer service **visibility** to other health professionals involved in their care
- Documents that **AYA support has been offered and provided**
- Confirms that **legal requirements (information provision)** have been met
- Supports **continuity of care** if needs change over time

No ongoing AYA follow-up is required for Level 1 AYAs unless concerns arise.

### Levels 2–4: Further AYA Support

For all other eligible AYAs:

- The **Keyworker undertakes triage and coordinates next steps**
- The Keyworker ensures that psychosocial needs are assessed, and the Tiered Framework is completed and documented (*this will usually be undertaken by the Keyworker*)

Completion and upload of the Eligibility Form is **not required** for Levels 2–4.

## If you are unsure

If you are unsure about eligibility, the appropriate pathway, or available supports:

- **Contact your regional AYA Cancer Keyworker** (primary point of contact for advice, access to AYA documents, and coordination of care)
- To find your regional AYA Cancer Keyworker, see:  
<https://ayacancernetwork.org.nz/aya-cancer-service-contacts/>
- For further support, contact the AYA Cancer Network:  
AYACancer@adhb.govt.nz

## If someone else is supporting this patient, do you still have a role?

Absolutely. Your ongoing support remains an important and valued part of the young person's care.

The Eligibility Form is about ensuring there is clear designated responsibility for initial AYA contact, sharing available AYA supports, and assessing AYA needs.

It does not replace the valuable support already being provided by the wider care team.

## Key points to remember

- The Eligibility Form is used to guide decisions, not just documentation
- All eligible AYAs must be notified to the Keyworker
- Level 1 requires completing and uploading the form
- Level 1 AYAs from priority groups require Keyworker-led initial AYA contact
- Levels 2–4 proceed directly to Keyworker triage and the Tiered Framework
- AYAs can be re-referred at any time if needs change