

Care Plan Review Process

There are a number of things that need to be considered for care plan reviews.

Purpose

- Purpose of a post care plan review should be clear to why is it actually happening.
- It could be because the person due for a full care plan review; or it could be a focused care plan review due to some changes that needs to happen around the support of the individual, or it may be just a monthly key worker session
- It is important to understand that a post care plan review is not a reassessment of an individual needs and support
- Under the Care Act the purpose of the care plan review should be to identify what is working and not working well; what may need to change about the care and support of the individual; ensuring that the care plan remains up to date, relevant to the person and the mitigation of the risk is based on safeguarding the individual

What

What the care plan review should establish:

- It is important to ensure that post care plan reviews are an ongoing process and not just as when required or a one off
- Are there any changes to the person needs, support, circumstances, environment, community support etc. and how it would affect the person?
- Are there any outcomes that are new or need to be identified?
- Have the outcomes been identified and there is a plan in place to achieve?
- Is the person a high-risk level?

Who

Who carries out the review:

- The person who is appointed to carry out the review should be competent to carry out the function
- The person should possess the knowledge, skills and competency based on the individual needs and circumstances (for example being skilled to adapt communication appropriately for someone with a learning disability)

Who is involved:

- The person who needs a care and support plan review
- Anyone else that the person has asked you to involve
- Any professionals who work closely with the person to support their needs, such as District Nurses, Dietitian, Social worker, SALT team etc.

- The key worker of the person
- Any representative if the person lacks capacity such as an LPA or an Independent Advocate

When

When to do a care plan review:

- Care plan reviews should be carried out in a timely manner
- Post care plan reviews should have a timeframe that is described in your company policies and procedure
- First care plan review is usually expected at around 6-8 weeks after the care packages has started
- Regular care plan review should be carried out as a minimum every 3-6 months
- Good practice is to also carry out a care plan review as and when required (when there is a change / the individual is being discharged from hospital etc)
- Have monthly key worker sessions to capture updates
- Resident of the day will give a formal process to carry out reviews on a regular basis
- Monthly monitoring phone call is often being in homecare settings

How

How to carry out a care plan review:

- Facilitate and maximise the person's involvement
- Support the information gathering process
- Be flexible and adaptable
- Be appropriate and proportionate to the needs being met by the Care and Support Plan
- Ensure that you have a robust care and support plan review template that reflects the individual care and support that is in place
- Be clear on how long the meeting will be held for, the purpose of it, and ensure all participants are aware of this and have agreed
- Ensure that meeting attendees are noted down
- Ensure that the environment is sufficient for the meeting and the sharing of confidential information