



# My CTR Planner

**My Care and Treatment Review  
Before, on the day and afterwards**

**This booklet belongs to:**



This booklet gives you the documents you need to plan for your Care and Treatment Review, which is also called a CTR. Keep it in a safe place as it is your information and you will need it at different times.

Another booklet called **My Care and Treatment Review** tells you all you need to know about CTRs.

You can download both of these documents in easy read and non-easy read formats at [www.england.nhs.uk/ctr](http://www.england.nhs.uk/ctr) or you can ask someone who supports you to help.

## Inside My CTR Planner:



Page 3 to 5    Before the CTR and giving your consent

Page 6 to 8    Consent Form



Page 9    Planning my CTR

Page 10 to 11    A form to help you plan for your CTR



Page 12    On the day of my CTR

Page 13    After my CTR



Page 14    Feedback form

Page 14    Was your CTR ok?

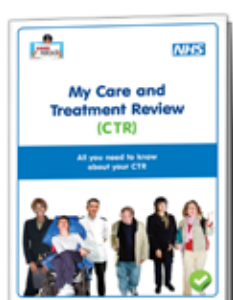
Page 15    My CTR report

What needs to happen now, in your own words

# Before the CTR and giving your consent



**Your consent is important.** This part of the booklet is about choosing if you would like to have a Care and Treatment Review, also called a CTR.



A CTR is not part of your day to day care. It is a review, or a check, to make sure your care is going well. And to see if it can be made better. Most people find them really helpful. You can invite family carers, an advocate or someone important to you if you want to. You may be offered a CTR another time. You will be asked for your consent each time.



If you say **yes**, this means you give your **consent**. It means you are happy to have a review of your care.



If you do not want to have a CTR, you can say no. Saying no will not affect your day to day care.

## Knowing what happens at a CTR



Before you give consent you need to know more about a CTR. There is some information on the next page. And the **My Care and Treatment Review booklet** gives more information. You can also ask if you have questions. You will then be ready to fill in the form on page 6 to say if you do or do not give your consent for a CTR.

## Before the CTR and giving your consent



### What sort of information will the CTR find out about?

- Your care and treatment now
- Your health, including your mental health
- Your medication if you take any
- Any health and care plans for you in the future
- Where you live now and where you would like to live
- What makes you feel anxious or upset
- What helps you feel well
- Anything which is about keeping you and other people safe.

### What will happen to this information?

Your information is private and confidential. The CTR panel will not take away any of your care notes after the day. Afterwards, the chairperson of the CTR will write a report which says if anything needs to happen for your care to get better. These are called actions – who needs to do what by when.

The CTR report can only be shared with:

- You and people important to your CTR.
- People in charge of your health and social care who are or will be providing or paying for your care.
- People in confidential care meetings like Care Programme Approach (CPA) meetings or Mental Health Tribunals.

If the report says that you or others might not be safe, some or all of your CTR report may be shown to people who the law says must look at it. Everyone must keep your information private and safe.



## Before the CTR and giving your consent



**Anonymous** information from a CTR may be shared with other people in the NHS. This information does not include your name or any other information which could identify you. Anonymous information helps to check that people's care and treatment and CTRs are going well.



### If someone else has to give consent for you

You should be given all the help you need to decide. If you do not have capacity to decide, your guardian or legal appointee must decide. **If you are younger than 16 a parent, guardian or legal appointee must decide.**

If you need but do not have someone who can legally decide for you, there will be a **Mental Capacity Assessment and Best Interests meeting**. People who help care for you will then decide.



### Your consent form:

- A copy of your consent form will be sent to the chairperson of the CTR to show if you do or do not want to have a CTR.
- A copy of your consent form will be kept in a safe place.
- You can change your mind at any time.

## Before the CTR and giving your consent



### Your care co-ordinator can help

Your care co-ordinator will know where the copy of your consent form is kept. This person can help if you want to change your consent.



If you are not sure who this is, ask a member of staff, your social worker or family carer. You can keep their details here.



### My care co-ordinator is



### They work at



### Telephone



### Email

The **consent form** is on the next page.





## For a Care and Treatment Review (CTR)

We ask for your consent before every CTR

The CTR can happen on



### 1. Would you like to have the CTR?

☐

Yes I would like to have the CTR

☐

No I do not want the CTR

If you say no, you only need to fill in number 5.

We hope you will want to take part in your CTR too. You can decide on the day of the CTR if you do want to take part or not.



### 2. Would you like to invite a family carer, advocate or someone important to you to take part in your CTR?

☐

Yes

☐

No

Name of carer or carers

Name of advocate

Other people

8



### 3. When would you like your CTR to happen?

☐

On the same day as another care meeting

☐

On a different day from other care meetings



### 4. Is there anything else that will help to make it go well for you?

### 5. About you



My first name

My surname



My address



My signature



My birth date

Today's date



## OR consent by a guardian or legal appointee



If you are signing this form for a child aged 16 or under, please see next page.

If you are signing this consent form for an adult who does not have capacity to decide, please complete the form on page 7 and page 8 and add your details here:

**Name**

**Address and Postcode**

I am the guardian / legally appointed deputy\* for

**Name**

**Signed**

**Date**

## OR Consent for a child



For children under the age of 16, after completing the form on page 7 and page 8, this page must be completed and signed by a parent or someone with parental responsibility.

**Your Name**

**Your Address and Postcode**



I am the parent of, or I have parental responsibility for:

**Name**

**Signed**

**Date**

## Planning my CTR



**You can use the form on the next four pages to help you plan for the day of your CTR.**

If you like, you can bring it to your CTR on the day. It will help you remember what you want to say.



**You are the most important person in your CTR,** so it is good if you can be there and say what you think.

If you do not know if you want to be there you can decide about this on the day.

**The CTR panel wants to know what you think about your care. They will ask other people too.**



The next few pages are about what you think.

There is space at the end for you to write down any questions. You can write down things you do or do not want to happen on the day. Or you can say this on the day.

# Planning My CTR



# Planning my CTR



**My name is**



**When is my CTR?**



**What is important to me:**

**Hobbies, friends family, every day?**



**1. Am I Safe?**

## 2. Am I getting good care now?



**What is good now?**



**What could be better?**


## 3. What are my plans for the future?



**What is the plan so far?**



**My hopes**



**My fears**



#### 4. Can my care be given in the community?



#### Any questions or comments?



## On the day of my CTR



The next two pages are about having a good CTR on the day.

- ✓ You are the most important person in your CTR.
- ✓ The CTR panel, staff and others will do everything they can to make it a good experience for you.
- ✓ They understand what it feels like to have a CTR.
- ✓ You can ask questions whenever you like.
- ✓ You can say if you need anything or if there is a problem.

### Things that might help:



- It is OK if you do not know if you want to meet the people on the CTR panel.
- You can take your time to decide on the day.
- You can meet just one person if that feels better.
- Or you can say hello first and then decide if you want to have the meeting later.
- You can have a family carer or advocate or staff member with you when you meet people. Or you can meet them on your own. You can choose.
- It's OK if you want to stop or have a break.
- You can say if you want them to see your room or ward.
- You can say if you are unhappy about where you are meeting them and want to go somewhere else.



**It helps the panel if they can meet you as well as people providing your care. And if they can meet your family carer or advocate.**

## On the day of my CTR



**You can meet the CTR panel in the way that is best for you. You can speak to them in private if you like. You can say what matters to you and what you think.**

### How long will the CTR take?



A CTR can last most of a day. This is so there is enough time to meet you and the people who support you.

You do not have to be in the CTR all the way through. You can stay as long as you like. The CTR panel can meet you when you are ready to meet them. You can say what time is best for you.



You might be able to meet the CTR panel again at the end of the CTR. If there is time they will talk to you and others about the actions that will be going in the report.

Sometimes a CTR happens on the same day as other meetings about your care. Some people like this but you can say if you find it difficult. The CTR panel will help to make it better for you.



### After my CTR

On the next page there is a feedback form so you can say how it went for you.

Then there is a form where you can make a list of the actions that are happening.

You only need to use these forms if you want to.

# My CTR feedback form



This form can be used by anyone who took part in a CTR. Your information will be kept safe. You don't have to tell us your name or date of the CTR. If there was a problem this will help to get it sorted out. Fill in this form and send to the chairperson of the CTR.

**Name**

**Date of CTR**




If you want someone to reply, how can they get in touch with you?



**1. Did you get enough help and information before the CTR?**



**2. What was the CTR like on the day?**



**3. What would have made the CTR better?**



**4. What difference did the CTR make for you?**



**5. Have you got any other comments or questions?**




## My CTR Report

You should receive your CTR report from the CTR chairperson within **2 weeks** of your CTR. It should be written in words you understand. If there are difficult words ask someone for help. You can write or draw what needs to happen here. This can help you check that these things are happening on time.

**What needs to happen**

**By when  
and by who?**

1

.....

2

.....

3

.....

4

.....

5

.....

6

.....

# Thank You.



To service users and staff at Mersey Care Whalley,  
and the CTR steering group, for all their help with  
this booklet.

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You can download this planner **My CTR Review**  
and other documents at: [www.england.nhs.uk/ctr](http://www.england.nhs.uk/ctr)



[www.england.nhs.uk](http://www.england.nhs.uk)



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