

REVIEW – AIDE MEMOIRE

BEFORE THE REVIEW

Preparation is
key.

(Have an
accessible copy
of this Aide
Memoire)

Support the
person to prepare
so your time
together is
focused.

- ✓ Read the person's assessment, care and support plan, and relevant case notes / any relevant reports on Mosaic / other systems.
- ✓ Consider capacity and whether an Appropriate person / advocacy will be required to support the person.
- ✓ Confidentiality - Establish who needs to be involved (ask the person): (the person, family members, carers / care providers, appropriate person, advocate).
- ✓ Plan / take practicable steps needed to involve relevant parties (communication needs, location, and timing)
- ✓ Consider whether you need to gather information from other organisations / professionals before the review. (For example: GP, District Nurse) Seek consent from the person before doing this.
- ✓ Think about how you will measure the effectiveness of the current care and support plan.
- ✓ Check personal budget and any debt. Have information on Direct Payments to share with the person.
- ✓ **Identify local resources / universal services / technology and accessibility – consider whether they could support the person as alternative provisions.** (Ask your team members)
- ✓ Check directions, parking, general safety of environment/location; any hazards identified on the system, accessibility to property.
- ✓ Familiarise yourself with the MADE Review Form on MOSAIC
- ✓ Read the policy: [Legal Requirements of a Care and Support / Support Plan Review and Tools \(proceduresonline.com\)](#)

- ✓ How have you explained the reason for the review?
- ✓ Have you been clear with the person the areas you will want to explore? Have you made a specific link to their care and support plan when explaining?
- ✓ Ask the person who they would like to attend, when and where to have the review.

DURING THE REVIEW

- ✓ Remind people why the review is being carried out.
- ✓ Have a copy of the care and support plan accessible and carer log.
- ✓ Explore what is the same and what has changed – how has it changed what does that mean for the person?
- ✓ Support the person to review their personal / eligible outcomes (care and support plan) - have they been achieved or not. Consider if any changes should be made to the care and support plan to better facilitate achieving the agreed outcomes. What is working / not working?
- ✓ Would the person like to adjust or set new outcomes?
- ✓ **Explore whether the outcomes could be met in different and**

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<p>Be: Person-centred, collaborative, creative, focus on strengths and resources –</p> <p>Remember: Practice Framework Adult Social Care and Health - ASCH Practice Framework.pdf - All Documents (sharepoint.com)</p>	<p>more suitable ways. Technological or other self-directed support options may be preferable and more suitable, including Direct Payments. Local resources could provide a more meaningful solution for a person especially as it promotes their belonging and identity in their community.</p> <ul style="list-style-type: none"> ✓ Remember to review the Contingency plan. ✓ Review DREA / care and support plan at the same time. (annually) ✓ Offer / re-offer carers assessment to informal carer. ✓ Consider any safeguarding concerns, including self-neglect. <p><i>If there is a change:</i></p> <ul style="list-style-type: none"> ✓ Re-assess in proportion to the change. ✓ Does the person continue to meet the eligibility criteria? ✓ Do financial Assessment / review. ✓ Re-calculate the personal budget. ✓ Revise the plan.
<p>AFTER THE REVIEW</p> <p>Does what you have recorded give a sense of the person and what matters to them?</p> <p>Is all the information accurate / relevant / appropriate?</p> <p>Ask yourself if you would be happy to be written about the way you have written about this person?</p>	<p>Documentation: Record the Review using MOSAIC steps– MADE Review of Care and Support Plan. Evidence: (in alphabetical order, not order of importance)</p> <ul style="list-style-type: none"> ✓ Best value for money ✓ Consideration of Advocacy ✓ Consideration of mental capacity ✓ Co-produced with the person – capture the person’s voice. ✓ Creative solutions explored/ recommended. ✓ Eligibility ✓ Information to prevent, reduce, delay, needs developing. ✓ Professional judgement – analysis and decision-making ✓ Recognition of carer - their role and their views ✓ Strengths-based – abilities / resources of person, their network and community ✓ What is working / not working. <p>Dependent upon the outcome of the review: Complete relevant MADE documentation on MOSAIC- assessment, eligibility criteria, care and support plan.</p> <p>Actions:</p> <ul style="list-style-type: none"> ✓ Make any relevant referrals discussed / agreed, ✓ Discuss any Safeguarding concerns with your senior and raise a concern as appropriate. ✓ Send copy of MADE Review of Care and Support Plan Eligibility Determination to the person.

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