**The Social Services and Well-being (Wales) Act 2014**

**National Assessment and Eligibility Tool**

**Common Recording Requirements for Care and Support Plans and Support Plans, under Part 4 of the Act**

**Links**

Code of Practice on Meeting Needs (Part 4):

<http://gov.wales/docs/phhs/publications/160106pt4en.pdf>

The Care and Support (Care Planning) (Wales) Regulations 2015

<http://www.legislation.gov.uk/wsi/2015/1335/pdfs/wsi_20151335_mi.pdf>

National Assessment and Eligibility Tool

<http://www.ccwales.org.uk/national-assessment-and-eligibility-tool/>

**Note** – In this document, the term “care and support plan” refers to both care and support plans and support plans, unless stated otherwise.

**Duty to prepare a care and support plan**

See paragraphs 60-64 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf)

A local authority is required to prepare a care and support plan for people whose needs meet the eligibility criteria, or their needs must be met for another reason (such as protection from abuse), where that person is unlikely to achieve their personal outcomes unless the local authority provides or arranges care and support to meet an identified need.

**1 Information from the assessment**

The core data set and other information from the assessment should be saved or filed with the care and support plan, including any mental capacity[[1]](#footnote-1) or Deprivation of Liberty Safeguards (DOLS)[[2]](#footnote-2) considerations and details of the Lead Assessment Co-ordinator.

**2 Content of the care and support plan**

See paragraphs 76-95 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf)

General content:

(a) the person’s eligible needs (**from the assessment**),

(b) the personal outcomes (**from the assessment**),

(c) the actions to be taken by the local authority, and the actions to be taken by other persons, to help the person achieve the personal outcomes or to otherwise meet their eligible needs (**from the assessment**),

(d) the arrangements for monitoring the extent to which the personal outcomes have been achieved (**this should include the baseline score for how a person is feeling in relation to their personal outcomes from the assessment**), and

(e) the arrangements for the review of the plan (see section 4).

Direct payments

See paragraph 86 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf)

Where some or all of the person’s needs are to be met by making direct payments, a care and support plan must also contain a description of:

(a) the eligible needs which are to be met by direct payments, and

(b) the amount and frequency of the direct payments.

Safeguarding

See paragraph 87 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf)

Where enquiries have been made by the local authority in accordance with its duty under section 126(2) of the Act (adults at risk) or section 47 of the Children Act 1989 (children at risk), the care and support plan for the individual who is the subject of those enquiries must contain a record of the conclusion of the enquiries.

Additional information

* Record the reasons and date if person has refused a care and support plan
* If care and support plan is developed when the person has refused, please explain the reasons, (see paragraphs 53-55 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf))
* Confirmation that person agrees to what is recorded (this could include a note of differing views of practitioner and person, family, etc.)
* Confirmation that a copy of the care and support plan is given to the person to whom it relates and to any person authorised to act on behalf of that person
* Consent to information contained in the care and support plan being shared between relevant practitioners and date – **Note** – **The reasons for the sharing of this information must be clearly explained** **to the person** (see paragraphs 102-108 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf))

**3 Other plans**

See paragraphs 97-101 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf)

Record a list of other plans the person has, e.g. care and support plan under Part 6 of the Act, care plan under section 31A of the Children Act 1989 (section 31A plan), care and treatment plans for mental health or substance misuse issues, etc.

Copies of these plans should be filed or saved with the Part 4 care and support plan and where possible these should be integrated into one plan.

Note – When a section 31A plan is required, this should be completed separately with the court template and filed or saved with the Part 4 care and support plan.

**4 Reviews of the care and support plan**

See paragraphs 113-127 of the [code](http://gov.wales/docs/phhs/publications/160106pt4en.pdf)

A care and support plan must include an agreed date for the next review and a record of the action following each review.

The local authority must review the care and support plan if it appears to the authority that the plan is not meeting the eligible needs of the person. In any case, the authority must review the care and support plan at least every 6 months for children and every 12 months for adults.

Local authorities should record the following:

* agreed date for next review
* actual date of review
* reason for review, e.g. scheduled, requested by person, etc.
* action taken:
  + confirm plan;
  + revise plan; or
  + close plan
* summary of review and reasons for chosen action

**5 Recording personal outcomes**

In the care and support plan and each review, record a score for where the person reports they are in relation to achieving each of their personal outcomes. The score must be stated on a scale of 0 to 10; 0 is the worst situation the person feels they could be in and 10 is the best.

The authority should record the distance travelled towards meeting outcomes, taking the scores from the assessment as baseline scores.

An example template for capturing this is shown below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outcome** | **National Wellbeing Outcome** | **Score** | **Action** | **By who** | **Date** |
|  |  |  |  |  |  |

1. Code of practice for the Mental Capacity Act 2005:

   <http://www.wales.nhs.uk/sites3/Documents/744/Code%20of%20Practice%20E.pdf> [↑](#footnote-ref-1)
2. Code of practice for the Deprivation of Liberty Safeguards:

   <http://www.wales.nhs.uk/sites3/documents/744/Code%20of%20Practice%20E1.pdf> [↑](#footnote-ref-2)