

## Checklist for Service Users Whose Home Carer is Moving to Re-ablement Service

Service User Name ..... SWIFT Ref No.....

Process	Checked by Member of Staff undertaking review	Checked by Service Manager
<b>Prior to move of Home Care Staff</b>		
Named member of staff identified to undertake review from start to finish		
Service User informed that Home Care staff member will be moving		
An explanation for reasons for move of staff provided		
Service User informed of date of move		
Service User's checked for multi providers of service		
Service User advised of sequence of events to follow		
<b>Prior to Review of Care Plan</b>		
Service User informed a review of their circumstances will take place along with when this will take place		
Service User's Carer/ NOK asked to be involved in review		
Service User has offer of advocacy representation		
<b>Review of Care Plan</b>		
Review takes place		
Review identifies and resolves any risks associated with the move		
Any adjustment to the care plan is decided		
Written record of review is produced		
Service User seen face to face		
Carer/ NOK seen face to face or informed		
Outcome of review informed to service user and carer and any other relevant agency		
Service user signs satisfaction with outcome of review		
<b>Following Review</b>		
Are any outstanding concerns by service user and carer recorded and resolved		
If there has been any complaint has the service user been visited within 1 day to resolve?		
Handover arrangements discussed with service user		
Handover arrangements implemented		

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Member of Staff Carrying Out Review

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Date

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Service Manger

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Date