

## **Guidance for Completing Talking Points Annual Review Plans (Accommodation Service)**

The form should be negotiated with the individual member. The questions in this guidance are prompts to encourage a creative dialogue between the individual and all the staff involved so that the focus is on the individual's strengths, interests, needs, and desired outcomes.

### **Section 1: How does ..... feel about things in general?**

- What makes them feel happy or unhappy?
- Who do they communicate with?
- Are there any health, personal, or accessibility issues?
- In what ways do they have their say?
- Are they living where they want?
- Are they living how they want?

### **Section 2: What long term aims/outcomes did ..... want to achieve this year?**

- What made them feel more confident or independent?
- What skills did they want to learn or improve?
- What meaningful activities were they engaged in?
- In what ways did they work with others?

### **Section 3: How did ..... work towards these aims?**

- What support/resources was provided?
- What were the processes used?
- Was anything produced? (Please include photos, drawings, etc)
- What difference does being supported by Garvald make to their life?

### **Section 4: How are things going for the Parents/Carers?**

- How is their health and well being?
- Are they able to have a life of their own?
- Are there any financial issues related to their caring role?
- Are they getting on well with the person they care for?
- Are they getting the support/resources/and information that they need?
- Is communication with Garvald and other services going well?
- Do they feel that they have a say in the service that is being provided?

### **Section 5: Action Plan Long Term Aims:**

- What would make them feel more confident or independent?

- Where would they like to be living in the future?
- What are the things that they are doing now that they would like to keep doing?
- What skills do they want to learn or improve over the coming year?
- Are there new things that they would like to try? At Garvald/home/other places. e.g. holidays, social clubs etc

### **Targets**

- Can the long term aims be broken down in to specific targets? E.g. practicing a new skill on a weekly basis, budgeting for food/clothes/holidays etc
- How will they be assisted with this?

### **Discussion/Summary**

The Senior Staff Member should refer back to 'Outcomes important to service-users' and 'Outcomes important to Parents/Carers' and summarise the review indicating how positive outcomes are being met and developed.