

Guidance for Completing Talking Points Annual Review Plans (Day Service)

The form is to be completed by the Day Service Manager chairing the review. It 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: Outcomes forthis year

- The evidence brought by the workshop reports should be collated in to the various outcome headings. e.g. if the member's confidence has improved in a particular workshop, that report should be referenced in the appropriate box.

Section 2: 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 3: Action Plan

Long Term Aims/Outcomes:

- The outcomes proposed in the action plans in each of the reports should be collated in this section.

How can the long term aims/outcomes be achieved?

- The individual targets identified in each of the workshop reports should be collated in this section.

Discussion/Summary

The Day Service Manager 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. The ways that the principles of Social Therapy are being used to support the member could also be highlighted. Any other important issues or problems should also be summarised in this section.