COMMONWEALTH HOME SUPPORT PROGRAM / CARE AND SERVICES PLAN CHECKLIST

Before approval

Client: ..... Plan version: .....

Checked by: ..... Date: .....

Run through it before a plan is approved, and again at each review.

Tick each check on screen, or print it and tick by hand.

Required contents

- [ ] The client's details and contact information, including their My Aged Care ID and an emergency contact.
- [ ] Any registered supporter's details.
- [ ] The client's current care needs.
- [ ] Their goals.
- [ ] Their preferences.
- [ ] Strategies for risk management.
- [ ] Strategies for preventative care.
- [ ] Each service you will deliver, with its frequency and its volume or duration.
- [ ] When the plan will be reviewed and, for ongoing services, when the service agreement will be reviewed.
- [ ] Who was involved in developing the plan.

Recommended, beyond the requirements

- [ ] Why the client needs support is recorded, usually a health or medical reason or a physical one.
- [ ] Their health conditions, medication and allergies are recorded, with the note to check current instructions.
- [ ] Their physical needs are recorded: mobility, personal care and daily living, and what they do for themselves.
- [ ] At each review, these are compared with the last version, so a decline shows early. If needs go beyond what CHSP provides, a Support Plan Review can be requested with the client.

How it was developed

- [ ] With the client, their supporters (if any) and others involved in their care, through ongoing communication.
- [ ] In line with the support plan from the client's aged care assessment.
- [ ] On or before the client's start day.
- [ ] With services that match the service agreement.
- [ ] In clear, concise language that is easy to understand.

Whether it works

- [ ] Are the goals in the client's words, and could you tell whether they are being met?
- [ ] Is everything current, rather than carried over from an old assessment?
- [ ] Does each risk come with something the worker does?
- [ ] Does the plan reflect a wellness and reablement approach: what the client does for themselves, not only what is done for them?
- [ ] Could a worker new to the client follow it on their first visit?

Review and Consent

- [ ] The review date is set, no more than 12 months away for ongoing services, or by the scheduled date for short-term ones.
- [ ] The client, and their registered supporter or other support person, have a copy of this version, with a record of who else it is shared with.
- [ ] The client's consents are recorded, and the plan is signed or its acknowledgement noted.

SALUS Salus prepares draft care and services plans from your client's records, for your team to check and approve. See how at salusone.com.au.