SUPPORT AT HOME / CARE 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.

Personal Details and Communications

- [ ] The client's details are complete and current, including their My Aged Care ID, classification, care partner and registered supporter.
- [ ] How they communicate, their languages, and whether they need an interpreter.
- [ ] How they make decisions, who they want involved, and any advance care planning they want recorded.
- [ ] Their GP and next of kin, with the client's agreement.

About the Client

- [ ] Written so the client would recognise themselves in it.
- [ ] Their strengths, culture and what matters to them, not only what they need help with.

Services

- [ ] The agreed services, with who, when and how often.
- [ ] Each service traces to a need or goal, and matches the service agreement and the individualised budget.
- [ ] Any approved assistive technology or home modifications, with their costs.

Each domain

- [ ] The rating and description match what the client's assessments found.
- [ ] Each goal is in the client's words, with a measure and a review point.
- [ ] Support actions start from what the client can do for themselves (wellness and reablement).
- [ ] Monitoring says what workers watch for, and escalation triggers say when to act.
- [ ] Each risk of delivering care comes with what workers do to help the client manage it.
- [ ] Medication, allergies and seizures are recorded, with the note to check current instructions.
- [ ] Preferences for workers, days and times, and notes for culturally safe, trauma-aware and healing-informed care.

How it was prepared

- [ ] With the client, or their carer or registered supporter, and in the way the client wanted to be involved.
- [ ] In line with the client's Notice of Decision and support plan.
- [ ] Before or on the day care started.
- [ ] In plain language, with an interpreter if needed.
- [ ] With an individualised budget prepared alongside, so the plan is affordable.
- [ ] With the client understanding what they are approved for and what their budget covers.
- [ ] With their doctor or other health professionals invited to contribute, if the client agreed.

Whether it works

- [ ] Is everything in it current, and can you tell from when?
- [ ] Could a worker new to the client deliver good care from it on their first visit?
- [ ] Do the workers who visit this client actually use it?

Review and Consent

- [ ] The next review date is set, no more than 12 months away, and you know which events would bring it forward.
- [ ] The client's consents are recorded, and the plan is signed or its acknowledgement noted.
- [ ] The client or their registered supporter has a copy of this version.

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