



<p>If you require translation services or a copy of this document in other languages, audio tape, Braille or larger print, please speak to a member of CWP staff, e-mail info@cwps.nhs.uk or write to: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.</p>
<p>যদি আপনাকে ট্রান্সলেশন সার্ভিসের বা এই নথির অন্যান্য ভাষায়, অডিও টেপে, ব্রেইল বা বড় হাতের দ্রবকার হস্ত করে প্রিন্ট করে সিডি/ডিভি এবং স্ক্রিনরেডের সাথে কপি দেওয়া হয়, যোগাযোগ করুন। info@cwps.nhs.uk বা কমিউনিকেশন, চেশায়ার ও উইরাল পার্টনারশিপ এনএইচএস ফাউন্ডেশন ট্রাস্ট, আপটন লী, কাউন্টস অফ চেস্টার হেলথ পার্ক, লিভারপুল রোড, চেস্টার, সিইচ২ ১ বিকিউ ঠিকানাতে লিখুন।</p>
<p>如果您需要翻譯服務或想索取這份文件的其他語文、錄音帶、凸字或大字體版本，請向我們的職員查詢。您亦可以寄電郵至 info@cwps.nhs.uk 或寄信到 Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.</p>
<p>જો તમને ભાષાંતર સેવાઓ અથવા આ દસ્તાવેજની બીજી ભાષાઓમાં નકલ, ઓડિયો ટેપ, બ્રેઇલ અથવા વિશાળ કદની છપાઈની જરૂર હોય, તો કૃપા કરીને સીઇબ્લ્યુસી (CWP) ના કર્મચારીઓ સાથે વાત કરો, ઈમેલ કરો: info@cwps.nhs.uk અથવા આ સંસ્થાને લખો: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.</p>
<p>यदि आपको अनुवाद सेवाएं या इस दस्तावेज की अन्य भाषाओं में नकल, ऑडियो टेप, ब्रेइल लिपि या विशाल आकार में छपाई की आवश्यकता हो, तब कृपया सीइब्ल्यूसी (CWP) कर्मचारीयों के साथ बात कीजिये. या ईमेल कीजिये: info@cwps.nhs.uk या इस पते पर लिखिये: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.</p>
<p>Jeśli wymagane jest tłumaczenie lub kopia niniejszego dokumentu w innych językach, na taśmie magnetofonowej, w języku Braille'a lub dużym drukiem, prosimy o skontaktowanie się z członkiem personelu CWP (Organizacja partnerska krajowego systemu zdrowia regionów Cheshire i Wirral) lub przez pocztę elektroniczną: info@cwps.nhs.uk lub na adres: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.</p>
<p>Os oes arnoch angen gwasanaeth cyfiethu neu gopi o'r ddogfen hon mewn ieithoedd eraill, tîp sain, Braille neu brint mawr, siaradwch ag aelod o staff CWP, e-bost info@cwps.nhs.uk neu ysgrifennwch i: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.</p>

The Assessment Process within the Community Learning Disability Teams



For more information see www.cwp.nhs.uk.
© CWP NHS FoundationTrust

The information in this leaflet was valid at the date of production **November 2017** and is due for review in **November 2019**
Leaflet code: E-IFIW-08-194

Information for family members and carers

Introduction

This leaflet has been written for carers to provide information and answer some general questions on what happens when a referral has been accepted by the community health learning disability team.

When a referral is made to the community team a process of assessment starts.

This process is called **The Assessment Process**.

What is an initial assessment?

Once we have identified that the person is eligible for our service we need to find out what the person's health/treatment needs are and which professional can best provide that support for the person.

You may have stated on the referral form what you feel the person's needs are but the community team has a duty of care to undertake an overall assessment of the person and we would ask for your support to help us to do this.

The initial assessment will include collecting information on the person's:

- Day to day support needs
- Medication
- Physical and mental health needs
- Communication needs
- Behaviour

By undertaking this thorough assessment we aim to ensure that the most appropriate support is identified to meet the person's needs.

Who will carry out the initial assessment?

The initial assessment will be carried out by one or two members of the community team at the earliest opportunity.

When will the initial assessment take place?

The member of the team will contact you as soon as possible, either by letter or telephone, to arrange a suitable time to come and see you, and the person referred. The assessment should be completed within 4 weeks.

Please allow up to 2 hours for the first visit.

There may be additional visits required and the team member may need to talk to other people involved in the person's care in order to complete all areas within the assessment paperwork.

If additional visits are required and other people need to be involved this will always be discussed with yourself and the person referred.

Where will the initial assessment take place?

The team member will discuss with you about the best place for the initial assessment visit to take place.

This may be at the person's home, day service, place of work or at the community team base.

Is there anything I can prepare in advance?

It would be helpful if you could have any information or reports regarding the person's health or care needs available when the team members visit.

For example:

- Information on medication
- Health Action Plans

What will happen next?

Following the initial assessment a decision will be made by the community team as to the support which would best meet the person's needs. This support may be provided by the community team or the team may signpost you to another service.

The team member will arrange to come and see you, and the person referred, to discuss the outcome of the assessment.