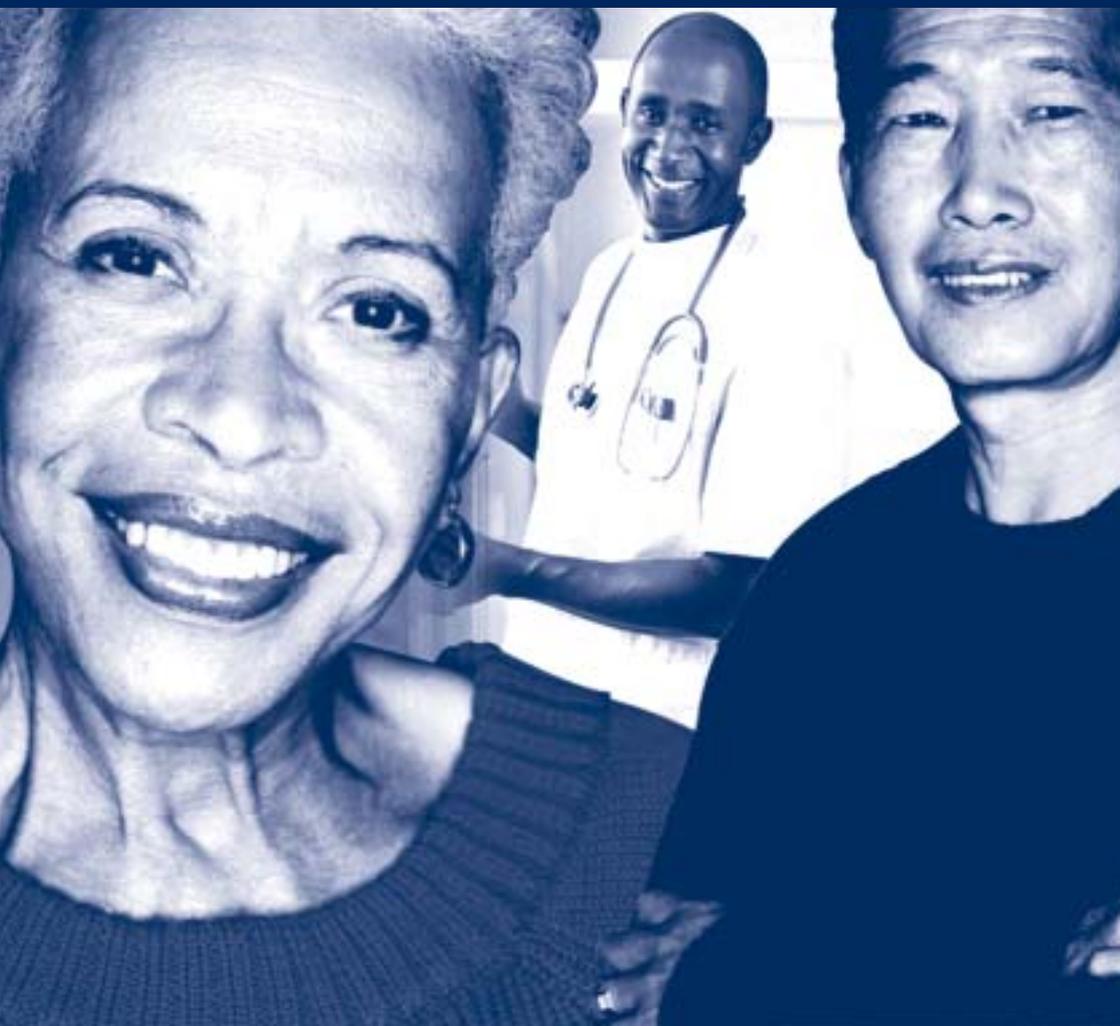


The Single Assessment Process





The Single Assessment Process is to ensure that older people receive appropriate, effective and timely responses to their health and social care needs.

What is the Single Assessment Process?

Single Assessment means that Health and Social Care Professionals will work together to deliver better services to you.

What does the Single Assessment Process involve?

The Single Assessment Process will enable Health and Social Care professionals to share information, without duplication. This process will be centred on your needs, which may entail one of the following levels of assessment:

■ Contact Assessment:

This is carried out when you first come into contact with the service. Basic information, such as your name, address, next of kin and the name of your GP and or carer is collected.

■ Overview Assessment:

This assessment incorporates additional information, such as previous medical history and social care needs. This will help us to understand the problems you are experiencing and identify the services that may be needed.



■ **Specialist Assessment:**

This will help to decide whether you need specialist help e.g. Specialist Nurse or Doctor.

■ **Comprehensive Assessment:**

This means that a variety of professionals will work together over a period of time to ensure that your package of care incorporates all aspects of health and social care needs that you may have e.g. housing, day care or medical or surgical intervention.

(Overview, Specialist and Comprehensive Assessments can be carried out in any order)

Who can carry out your assessment?

A District Nurse, Social Worker, Occupational Therapist or any other professionals who have received specialist training can carry out an assessment.

How are you involved?

When you first make contact with Health and Social Care professionals, we need to ensure that you are given every opportunity to inform us of what you believe your needs are. The information you provide will assist the Health and Social Care professional to decide the best way to meet your needs.



Contact:

What is a Care Plan?

Health and Social Care professionals will work together to develop a Care Plan for you. This will set out what services will be provided to meet your specific needs, as well as helping you to maintain your independence.

What about the person who cares for you?

The Single Assessment Process helps us to identify those people who play an important role in helping you to live independently in the community, by providing you with support. This support can be provided by a relative, neighbour or friend, who may live near you or away from you. We call these individuals **Informal Carers**. These Informal

Carers may need additional support to help you.

How do you share and hold your records?

By giving access to visiting professionals or taking it to appointments your record will assist the communications between all professionals involved in your care. It will also ensure that your record is up to date.

What if you are unhappy with your assessment?

You have the right to complain about the way your assessment has been undertaken, through the normal agencies complaint system. You will need to ask for a leaflet from the appropriate agency.