

The Social Services and Well-being (Wales) Act 2014 National Assessment and Eligibility Tool

Common Recording Requirements for Assessments of Adults, Children and Carers

Links

Code of Practice on Assessing the Needs of Individuals (Part 3):

<http://gov.wales/docs/dhss/publications/151218part3en.pdf>

Code of Practice on Meeting Needs (Part 4):

<http://gov.wales/docs/phhs/publications/160106pt4en.pdf>

The Care and Support (Assessment) (Wales) Regulations 2015:

http://www.legislation.gov.uk/wsi/2015/1305/pdfs/wsi_20151305_mi.pdf

The Care and Support (Eligibility) (Wales) Regulations 2015

http://www.legislation.gov.uk/wsi/2015/1578/pdfs/wsi_20151578_mi.pdf

1 The National Minimum Core Data Set

See the [Code of Practice on Assessing the Needs of Individuals](#) (paragraphs 56-60) for further information.

The Core Data Set

NHS Number	Preferred Language / Communication method / Accessibility requirement
Title	Name(s) of Carer(s) / People with Parental Responsibility
Surname	Relationship
Forename(s)	Contact Details for Carer(s) / People with Parental Responsibility
Preferred Name	Is this a child on the Child Protection Register?
Address and Postcode	Contact details of Lead Assessment Co-ordinator (<i>the person doing the assessment, and who they work for</i>)
Date of Birth	Contact details of Lead Care Co-ordinator (<i>the person arranging any care and/or support needed, and who they work for</i>)
Telephone	Information taken by (name) (<i>if different from Lead Assessment Co-ordinator</i>)
Email Address	Designation
Gender	Organisation
GP surgery name and address	Date
School name and address (<i>for children</i>)	
Occupation	
What other assessments have been undertaken by other agencies?	

Note – further core data can be collected as relevant to the circumstance and needs of the individual e.g. Local Authority case number (if applicable), UK Visas & Immigration (UKVI) number (if applicable) and wider health related data for older people.¹

2 Additional information to be captured

Carers

- Is the person being assessed a carer?
- Role played by unpaid carers, parents, partners and other family members in person's care
- If person has a carer, is the carer willing and able to contribute to their care and support?
- Has an assessment been offered to the carer(s)?

Children

- Is the child at risk of abuse, neglect or harm and action taken
- Is the child on the Child Protection Register?
- Confirmation that the child has been seen (if not set out why)
- Confirmation that the child has been seen alone (if not set out why)

Wider Individual Needs

- Is the person at risk of abuse or neglect and action taken?
- Confirmation that active offer of the Welsh language has been made
- Does the person consider themselves disabled?
- Do they wish to be on the relevant disability register? (include date registered)
- Is the person deafblind?
- Mental capacity² of the person being assessed
- Deprivation of Liberty Safeguards (DOLS)³ considerations

Process

- Is this a first assessment or a re-assessment (e.g. following a review)?
- Who requested the assessment? (e.g. the person, the person's carer, the person's parent)
- Are assessments being made separately, against the wishes of families, carers and cared-for people? (If yes, explain rationale)
- Has the person refused an offer of an assessment of need and date? If an assessment is taking place when the person has refused please explain the reasons (See paragraphs 107-115 of the [Code of Practice on Assessing the Needs of Individuals](#) for guidance)

¹ These items are not required in the Code of Practice on Assessing the Needs of Individuals, however local authorities can include these in the core data if applicable.

² Code of practice for the Mental Capacity Act 2005:
<http://www.wales.nhs.uk/sites3/Documents/744/Code%20of%20Practice%20E.pdf>

³ Code of practice for the Deprivation of Liberty Safeguards:
<http://www.wales.nhs.uk/sites3/documents/744/Code%20of%20Practice%20E1.pdf>

- Consent to information collected for the purposes of the assessment being shared between relevant practitioners and date – Note - **The reasons for this must be clearly explained** (see paragraphs 101-106 of the [Code of Practice on Assessing the Needs of Individuals](#) for guidance)
- Confirmation that person agrees to what is recorded (this could include a note of differing views of practitioner and person, family, etc.)
- Confirmation that a copy of the assessment has been offered to person or their family - *Note - A copy of the assessment must be offered and should be provided*

3 Five elements of the assessment

See paragraphs 61-65 and Annex 1 of the [Code of Practice on Assessing the Needs of Individuals](#) for guidance.

As part of the conversation with the person, the practitioner should:

- assess and have regard to the person’s circumstances;
- have regard to their personal outcomes;
- assess and have regard to any barriers to achieving those outcomes;
- assess and have regard to any risks to the person or to other persons if those outcomes are not achieved; and
- assess and have regard to the person’s strengths and capabilities.

See additional considerations within the [code](#) in relation to:

Adults – paragraphs 66-67

Children – paragraphs 68-79 and Annex 2 (the principles underpinning the assessment of children)

Carers – paragraphs 80-84

4 Action to meet personal outcomes

Actions to be taken by the local authority and other persons to help the person achieve those outcomes (including actions to be taken by the person whose needs are being assessed and/or their carer).

Record a score for how the person is feeling in relation to their outcomes. The score must be stated on a scale of 0 to 10; 0 is the worst situation the person feels they could be in and 10 is the best. This score is to be used as a baseline for reviews of the assessment and care plan.

An example template for capturing this is shown below:

Outcome	National Wellbeing Outcome	Baseline score	Action	By who	Date

5 Statement on how the identified actions contribute to the personal outcomes

How will the identified action contribute to the achievement of the personal outcome or otherwise meet needs identified by the assessment? This applies to those needs which are to be met through the provision of care and support and those met through community based or preventative services, the provision of information, advice and assistance, or by any other means.

6 Results of the assessment

See the [Code of Practice on Assessing the Needs of Individuals](#) - paragraphs 116-122 for guidance.

The eligibility criteria for adults, children and carers are set out in the [Care and Support \(Eligibility\) \(Wales\) Regulations 2015](#) and the [Code of Practice on Meeting Needs](#).

For each identified need, record which of these results applies:

1. there are no care and support needs to be met;
2. a more comprehensive assessment is required, which may include more specialist assessments;
3. needs can be met through the provision of information, advice or assistance;
4. needs can be met through the provision of preventative services;
5. needs can be met, wholly or in part by the individual themselves (with or without the assistance of others);
6. other matters can contribute to the achievement of the personal outcomes, or otherwise meet the needs;
7. needs can only be met through a care and support plan, or a support plan **(needs are eligible)**;
8. the local authority considers it necessary to meet the needs in order to protect the person from abuse or neglect or a risk of abuse or neglect or, in the case of a child, other harm or risk of such harm.