

## Undertake and monitor individual care needs assessments

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### Overview

This standard is about working with individuals, relevant colleagues and organisation to assess the individuals' care needs, monitor changes and evaluate the impact of changes on the individuals' support requirements.

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### Performance criteria

*You must be able to:*

1. access and review relevant information, records and assessments about the requirements of individuals
2. identify and access extra support required to enable individuals to be fully involved in, and to communicate their requirements
3. access and provide information for individuals, relevant colleagues and organisations in a format and language that enables them to assess their requirements, make informed decisions about their preferences for the care and support they will receive, and use the relevant organisational procedures to challenge any aspect of the care needs assessment
4. identify and agree with individuals, relevant colleagues and organisations, the services you and your organisation can deliver
5. identify the issues that are required to be included in the care needs assessment, confirming that it provides for the active support of individuals and covers their short, medium and long-term requirements
6. undertake individualised and comprehensive care needs assessments which actively involve individuals, relevant colleagues and organisations
7. use evidence based reporting and recording to document your actions and decisions and how the outcomes from the assessments were received and understood
8. use evidence based reporting and recording to document how conflicts and issues were resolved and/or whether they remain unresolved, and the agreed outcomes from the individuals' care requirements assessment for the individual in ways, and at a level that can be understood by all who need and have a right to access the records and reports, within confidentiality agreements and in line with relevant legal and organisational requirements
9. establish procedures and systems to enable individuals, relevant colleagues and organisations to report changes to care requirements, circumstances and preferences
10. confirm that staff are provided, in writing, with relevant care needs assessment information to support their work activities
11. confirm that individuals, relevant colleagues and organisations are provided with care needs assessment information in a format and language which they can understand
12. support individuals, relevant colleagues and organisations to

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- understand the care needs assessment and the impact of this for the services your organisation will be providing
13. confirm that staff, individuals and key people are aware of and understand how to provide feedback on any changes to the care requirements of individuals
  14. support individuals, relevant colleagues and organisations to identify, monitor, communicate and report any changes in the individuals' care requirements
  15. evaluate the impact and take action to deal with information about changes to individuals' care requirements
  16. discuss changes to the care needs assessment with relevant colleagues and organisations, within confidentiality agreements and in line with relevant legal and organisational requirements
  17. revise and develop a new care needs assessment to meet the changing requirements, circumstances and preferences of individuals, relevant colleagues and organisations

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### Knowledge and understanding

*You need to know and understand:*

1. the relevant legal and organisational requirements on equality, diversity, discrimination, and rights when assessing individual care requirements
2. how your organisation must comply with the relevant data protection legislation
3. how to challenge, and to support individuals, relevant colleagues and organisations to challenge information, documents, systems, structures, procedures and practices that are discriminatory when assessing individual requirements and preferences
4. how to form relationships that promote the individuals' rights, choices and well-being
5. the relevant codes of practice and conduct, and standards and guidance related to your role and responsibilities and those of relevant colleagues and organisations when undertaking and monitoring individual care needs assessments
6. the UK and devolved government initiatives which affect the organisational practices to assess individual care requirements
7. how to access and record organisational and external information, decisions and judgements when assessing individual requirements, electronically and manually
8. the resources available within and outside your organisation to provide services that are flexible
9. the relevant policies, procedures, guidance and protocols with the other organisations and professions with whom you work
10. how and where to access literature, information and support to inform your practice when assessing and reviewing individual requirements and preferences
11. the physical, emotional and health conditions of the individuals with whom you, relevant colleagues and organisations are working and how these conditions affect the individual's behaviour
12. the methods of supporting individuals, relevant colleagues and organisations to understand and take responsibility for promoting their own health and well-being and identify how their care requirements are met
13. the use of evidence in records and reports and why it is important to differentiate between these and identify the source of evidence

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<b>Original URN</b>	SFHHSC414
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