BER**Π**ICIA

Needs Assessment and Support Planning Policy – Family Wraparound Service (Ashkirk)

Date Written: April 2012

Date(s) Reviewed: July 2017 / April 2018 / March 2020

Purpose: To set out our approach by which we will undertake the assessment of clients' needs and develop their support plans.

Scope: This policy will apply to all families residing in the Family Wraparound Service

Definitions: N/A

Associated Documents:
Referral, Initial Assessment and Allocation Policy and Procedure (Ashkirk)
Needs Assessment and Support Planning Procedure (Ashkirk)
Risk Assessment & Risk Management Policy (Ashkirk)
Risk Assessment & Risk Management Procedure (Ashkirk)
Data Protection and Information Sharing Policy
Confidentiality Policy

Date For Review: April 2023

Responsibility: Assistant Director, Care and Support

Policy

1. Introduction

1.1 Bernicia is committed to have a system of support planning which enables supported accommodation families to have their needs assessed and met in a consistent and planned way.

1.2. To have a system which is easy to understand and user friendly from the point of view of families and staff and which will be used to build constructive relationships and support networks around families. The system will be team based, collaborative and family centred and will aim to achieve the family's identified outcomes.

1.3. The service will operate a Whole Family Approach, the aim of which is to develop a whole system, multi-agency approach to working with families that will include a whole family assessment, a whole family plan and whole family risk management.

2. Policy statements

2.1 We will operate a system of support planning which enables families to have their needs assessed and met in a consistent and planned way according to the aims of the service

2.2 We will have a system which is easy to understand and user friendly from the point of view of families and staff.

2.3 We will operate a system that takes account of risk factors when assessing and meeting needs.

2.4 We will produce a support plan no later than 2 weeks from the client entering the service.

2.5 We will ensure support planning is family led, objective and responsive to identified needs.

2.6 We will ensure families are supported to set goals that are achievable and will contribute to the sustainability of independent living.

2.7 We will operate a system of Support Planning which is outcome focused for the family.

3. Responsibility for implementation

3.1 The Assistant Director, Care and Support has the overall responsibility for implementation of this policy. The Project Team at the Family

Wraparound Service are responsible for undertaking needs assessment and support planning.

4. Actioning the policy

4.1   This policy will be actioned every time there is a needs assessment or support plan produced as a result of being a new resident to the project, when there is a change in need identified by the family or staff or at an agreed review time.

5. Monitoring the policy

5.1   This policy will be actioned every time there is an assessment of needs and support identified and recorded in Support Plan or Daily Notes.

5.2   The Project Team will facilitate or implement all appropriate actions identified by the Support Plan in conjunction with the client and other agencies as necessary.

6. Resources

6.1   There are no resource implications of this policy as all actions can be delivered from existing resources.

7. Equality and Diversity

7.1   An equality and diversity impact assessment has been undertaken on this policy.

7.2   In carrying out its services, we are committed to:

- Treating all customers and employees positively regardless of any personal characteristics including gender, age, ethnicity, disability, sexuality, gender reassignment or religion.

- Taking seriously all complaints and investigating and responding accordingly.

- Using plain language and providing information in other languages, large print, audio and Braille on request.