**SAFE TRANSITIONS**

**CASE AUDIT TOOL**

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| **Name:** |  |
| **Paris ID/Other ID:** |  |
| **Name of person completing the audit:** |  |
| **Organisation:** |  |
| **Type of transition:** |  |

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| **Summary of case – with particular focus on the transition** |
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**RECOMMENDATIONS FROM THE AUDIT**

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| **OVERALL GRADE** | **Outstanding** |  | **Good** |  | **Requires Improvement** |  | **Inadequate** |  | **N/A** |  |

**Principle 1: Planning and decision-making is carried out in a person-centred and collaborative way**

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|  | **Building blocks** |  | **Comments** |
|  | Are the person’s wishes and preferences recorded in their assessment? | Yes / No |  |
|  | What evidence is there that the person’s wishes and preferences have shaped their support plan? |  |  |
|  | Has a mental health capacity assessment been undertaken? | Yes / No |  |
|  | Has the person been advised about advocacy services? | Yes / No |  |
|  | Have [best interest principles](https://www.scie.org.uk/mca/practice/best-interests) been followed throughout the assessment? | Yes / No |  |
|  | What evidence is there that the person has been at the centre of this assessment? |  |  |
|  | Has the person provided feedback on the assessment and how it felt for them? | Yes / No |  |

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| **Principle 1 – overall assessment** | | | | | | | | | |
| **Outstanding** |  | **Good** |  | **Requires Improvement** |  | **Inadequate** |  | **N/A** |  |

**Principle 2: Support is coordinated with other relevant services and organisations**

|  | **Building blocks** |  | **Comments** | |
| --- | --- | --- | --- | --- |
|  | What evidence is there of effective multi-agency working in relation to this case? |  |  | |
|  | Is it clear who is the lead coordinator/worker for this transition? | Yes / No |  | |
|  | How would you rate the quality of record keeping on this case? |  | Outstanding |  |
| Good |  |
| Requires Improvement |  |
| Inadequate |  |
| Additional Comments: |  | | |
|  | Has the assessment and care plan been shared with all relevant agencies? | Yes / No |  | |
|  | If applicable, if there were any disagreements between agencies involved in this case, was there appropriate use of the escalation/dispute resolution process | Yes / No  N/A |  | |

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| **Principle 2 – overall assessment** | | | | | | | | | |
| **Outstanding** |  | **Good** |  | **Requires Improvement** |  | **Inadequate** |  | **N/A** |  |

**Principle 3: Transition plans start at an appropriately early stage**

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|  | **Building block** |  | **Comments** |
|  | Is there evidence of clear/SMART timescales in the care plan? | Yes / No |  |
|  | Is there evidence of regular reviews of this case? | Yes / No |  |
|  | Is there clear evidence of transition implications being considered and addressed in this case? | Yes / No |  |
|  | When did the transition process start for this person? |  |  |

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| **Principle 3 – overall assessment** | | | | | | | | | |
| **Outstanding** |  | **Good** |  | **Requires Improvement** |  | **Inadequate** |  | **N/A** |  |

**Principle 4: There is a clear process and adequate resources for the transition**

|  | **Building block** |  | **Comments** |
| --- | --- | --- | --- |
|  | Is there clear evidence within the care plan of resources being identified for the transition? | Yes / No |  |
|  | Is there clear evidence of staff involved in the case being proficient in their legal responsibilities and the process? | Yes / No |  |

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| **Principle 4 – overall assessment** | | | | | | | | | |
| **Outstanding** |  | **Good** |  | **Requires Improvement** |  | **Inadequate** |  | **N/A** |  |

**Principle 5: The individual and their family/carers have access to the information they need and it is shared appropriately**

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|  | **Building block** |  | **Comments** |
|  | Has the person and their family/carers had access to the information that they need? | Yes / No |  |
|  | Has the person and/or their family/carers made a complaint? | Yes / No |  |
|  | What was the outcome of the complaint (if applicable)? |  |  |
|  | Was the information easy to understand? |  |  |

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| **Principle 5 – overall assessment** | | | | | | | | | |
| **Outstanding** |  | **Good** |  | **Requires Improvement** |  | **Inadequate** |  | **N/A** |  |

**Principle 6: Family/carers are supported with their role in the transition**

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|  | **Building block** |  | **Comments** |
|  | Is there evidence that family/carers have had the opportunity to give feedback throughout the case? | Yes / No |  |
|  | Is there evidence that family/carers have been provided with information on appropriate support groups? | Yes / No |  |

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| **Additional views from the family involved within the transition** *(Auditor should contact family for any further comments)* |
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| **Principle 6 – overall assessment** | | | | | | | | | |
| **Outstanding** |  | **Good** |  | **Requires Improvement** |  | **Inadequate** |  | **N/A** |  |

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| **Total scaling scores  (60 Maximum) we have 6 principles in our assessment which we score 1-10 with 10 being outstanding** | **(60 maximum)** |
| **Average scaling score  This is an average of the scores over the 6 principles** |  |

**Dip Sample Judgement:**

***(0-2 Inadequate, 3-5 RI, 6-8 Good, 9-10 Outstanding)***