

A Guide to *Your* Review...



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A Guide to Your Review

This guide has been written so you know what we mean by a review. It will also give you all the information you need to plan and host your own reviews if you wish to. Our aim is to give you as much choice and ownership of your review as you would like.

WHAT is a Review?

A review is a meeting about you and the support you get. Sometimes it can make you feel very positive, highlighting all the progress you've made, sometimes it can make you feel negative looking at all the problems you've got. How prepared you are and how well organised you feel can make all the difference.

WHY Review??

The Care Commission and Aberdeen City Council require us to make sure reviews take place for everyone we support. Sometimes other people, such as a care manager or social worker, will organise your reviews and then it's ok for us just to go along and take part if that's what you want.

WHEN Review??

We try to hold our reviews at regular intervals every six months although it may be appropriate to hold one earlier. Regular reviews ensure we are doing what we are supposed to do and to allow things to change if they could be done better another way.

WHERE Review??

Your review can be held anywhere that suits you. This may be in your home, at the Turning Point Scotland office or in another place where you feel comfortable.

So....

Reviews can be very diverse things, depending on who attends and whether there is any particular urgent reason for holding them. Essentially we want your review to suit you!

REVIEWS

Realistic goals are set

Equal Partnership

Value YOU as an individual

Individual plan set up

Empowering Process

Who do you want to be invited?

Steps to your future...

1. Realistic goals are set

A review will be a chance for you to have a look at your support plan and see if the goals we agreed have been reached.

2. Equal Partnership

Professionals can easily take over the control of review meetings and expect them to be carried out in a certain way that isn't always that suitable for you. We think that you should have the option to take control over planning your review meetings. We will support you to do so if that is your wish.

3. Value YOU as an individual

Throughout the review process your individual views will be listened to and respected.

4. Individual plan

A review gives a chance for us all to take a look at what we said we would do and see if we stuck to the agreement or not. It is a vital part of planning your support and allows everyone involved to agree what is important and what isn't.

5. Empowering Process

A review also gives you the chance to tell us what you've been doing towards your agreed goals and how easy or hard it was.

6. Who do you want to be invited?

Who is involved is up to you. We cannot make everyone you want turn up, but we can make sure they are invited. Your key worker should be able to help you with this. You must have a minimum of three people including yourself. Your key worker's line manager will usually come along to make sure everything is done properly.

7. Steps to your future.....

A review provides you with an opportunity to consider the things you would like to achieve in the next six months.

The Process

4-6 Weeks before Review

Your key worker should start talking to you about planning the review and will discuss **who** you wish to attend, **where** you would like the review to be and any preferences you might have about **date and time**. Invitation letters will then be sent out. When the date is set, it will be put into your calendar plan. You will be supported to take as much responsibility for this organising as you like.

Who to be invited	Contact number	Who will contact	Date invited

2-3 Weeks before Review

Your key worker will give you a **feedback sheet** so you can tell us how well we are meeting your needs and what comments you have about the support you've been getting.

1-2 Weeks before Review

You and your key worker should start to decide what needs to be discussed and if any information needs to be gathered from elsewhere. The minutes from your last review may be discussed and may be used to guide the agenda. Setting an agenda is one way of making sure nothing important is missed out. It might be a good idea to send the agenda out with the invitation.

Goals	Achieved?	What's next?
1.		
2.		
3.		
4.		
5.		

Agenda
1.
2.
3.
4.
5.

Keep a copy of any letters you send out so you can check who you invited at a later date

Copy of letter sent to:

On Review day

It's a good idea to get someone to keep a note of the meeting so that anything agreed can be easily remembered at a later date. It will also provide a useful starting point for your next review's agenda. At the end of the meeting the main points will be summarised and you will be asked to agree these and sign them before they are taken as a true record of the meeting. A copy will be offered to everyone at the meeting and a copy will be put into your support plan file.

The review meeting should be a positive experience for all who attend, especially you! The meeting will reflect on the previous six months and consider where improvements can be made to set new goals.