ASP Case Conference Checklist CareFirst ID No

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|  | **CASE CONFERENCE** | Initials | Date | CareFirst  Update |
| 1 | Arrange Case Conference within 21 calendar days of receipt of initial referral |  |  |  |
| 2 | Venue booked taking into consideration mobility issues |  |  |  |
| 3 | Invites sent out giving notice of meeting |  |  |  |
| 4 | Adult at risk notified of date of meeting and reason for meeting and any reports explained. |  |  |  |
| 5 | Carer/guardian/POA notified of date of meeting and reason for meeting |  |  |  |
| 6 | Advocacy offered to support during meeting |  |  |  |
| 7 | Consideration of Mental Health officer at meeting |  |  |  |
| 8 | Ensure capacity reports are available |  |  |  |
| 9 | Ensure communication aids are available |  |  |  |
| 10 | Chair to identify minute taker prior to meeting |  |  |  |
| 11 | Consideration of protected time |  |  |  |
| 12 | Risk assessment completed |  |  |  |
| 13 | Ensure decisions from meeting has been clearly conveyed to Adult |  |  |  |
| 14 | Agree lead worker to coordinate implementation of Protection Plan |  |  |  |
| 15 | Identify a Core Group to work with lead worker |  |  |  |
| 16 | Set review Case Conference |  |  |  |
| 17 | Consideration of other legislation |  |  |  |
| 18 | Ensure **Case Conference ASP4/5** has been completed |  |  |  |