

OA Reablement service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓	✓

# S12 SERVICE PLAN

## POLICY

To ensure all Cumbria Care staff are fully aware of what their Service Plan targets are and how they are to be met.

## PROCEDURE

1. Each service must have a copy of the Cumbria Care Annual Service Plan. This must be available for all staff.
2. From this, each service manager is responsible for identifying their own local targets.
3. All targets must be monitored monthly on the manager's monthly reporting forms.
4. Local targets must be used as part of the appraisal process. Individual aims and objectives should be set to enable all staff to clearly understand their role in meeting service plan targets.
5. Targets must be reviewed during staff supervision and a half year appraisal review must take place and progress must be recorded on the local own service plan.

Date	25/04/07	08/04/13						Issue date
Amendment	1	2						01/10//04 P&P