

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

## R8

# REABLEMENT COMMUNICATION RECORD

### POLICY

To ensure effective communication between the reablement team.

### PROCEDURE

1. The communication record must be completed at each visit using all the headings.
2. Following discussion with the individual, an entry must be made to record progress in achieving the desired goals.  
If the reablement support worker has any concerns that the individual is not meeting his / her goals this should also be recorded on the communication record.
3. These concerns should be reported to the supervisor and it should be recorded on IAS as a case notification.
4. All entries should be legible, accurate, factual and informative. It should also be signed and dated by the member of staff writing the log. Staff should bear in mind that the individual has the right to see their communication record, therefore it is important that information is recorded both objectively and sensitively.
5. Completed records should remain in the individual's home until the end of the reablement service.
6. Once the reablement service has ended all documentation must be returned to the supervisor office for archiving.

Date	17/01/12							Issue date
Amendment	1							30/11/10 P&P