

Market: UK	Authorised: _____	Date: _____	Page 1
BASELINE ASSESSMENT OF NEEDS OF A PROSPECTIVE SERVICE USER Version 5.0e Last Up-dated 01 April 2010 ©GMP Systems, Year 2010			

This Policy summarises the arrangements in place within the Home for assessing the needs of prospective service users for care, in order to determine whether or not the Home can meet the individual's requirements:

1. A Pre-admission Baseline Assessment of Needs will usually follow those enquiries that have been received for possible bed vacancies (reference *Policy No 300*), and where the prospective service user and / or family / relatives has then indicated an interest in seeing the Home and meeting the staff.

2. Following confirmation of interest from the enquirer arrangements will be made to meet the prospective service user:
 - 2.1 If the enquirer is not ambulant, then he / she will be visited by the Proprietor and / or a member of the Senior Care Staff, and a Baseline Assessment of Needs carried out.

 - 2.2 If the enquirer is mobile, he / she is invited to visit the Home where a Baseline Assessment of Needs is then undertaken by a member of the Senior Care Staff in conjunction with the service user's allocated Keyworker (ref. *Policy No 305*).

3. Baseline Assessments of Needs are recorded on appropriate Forms. The Assessments are conducted to determine the following needs for daily care:
 - Mobility of the service user, and the possible need for mobility aids.
 - A general Risk Assessment relevant to falls and general safety awareness.
 - Dependency upon prosthetic devices and worn aids, such as hearing aids, spectacles etc.
 - Special dietary needs.
 - Existing medical conditions, including allergies and current medication.
 - A Risk Assessment for Self-Medication.
 - Existing mental state, temperament and social behaviour.
 - History of substance abuse.
 - Continence.
 - Any special therapeutic requirements.
 - Any special cultural, ethnic and / or religious considerations.

During the Assessments, the Staff of the Home will take time to discuss with the prospective service user any special needs that he /she may have. The data obtained during the Assessments will form the basis for a decision to offer a bed to the prospective service user, or otherwise. If subsequently admitted to the Home these Assessment records are used for more detailed Care Plan development (reference *Policy No 308*).

4. If all parties are satisfied, then arrangements will be made for an admission date. Admission to the Home will then take place in accordance with *Policy No 303*.

FORMS REFERENCES:

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| Form No: 3-06 | Service User - <i>Personal & Social Profile</i> |
| Form No: 3-07 | Baseline Assessment of Needs for Daily Living - <i>Service User</i> |
| Form No: 3-08 | Risk Assessment - <i>Service User</i> |
| Form No: 3-09 | Assessment of a Service User for Self-Medication |
| Form No: 3-13 | Service User Religious & Cultural Requirements |
| Form No: 3-14 | Service User Diet, Ethnicity & Religion |
| Form No: 3-15 | Personal Care Plan - <i>Service User</i> |