Company Name:

CARE HOMES (including Mental Health)	*Version 11.1ER* *(includes selected Easy-Read formats)*
CONTENTS *(LIST OF RECORD FORMS & WORKSHEETS)*	

1. BUSINESS MANAGEMENT:

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2.   COMPLIANCE MANAGEMENT:

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3.   LOOKING AFTER THE SERVICE USER:

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Forms 3-500 to 3-599: **SAFEGUARDING VULNERABLE PERSONS:**

01-3-500   Assessment & Review of a Service User's Mental Capacity - *Mental Capacity Act, 2005*
01-3-501   Assessment of a Service User's Mental Capacity - *Assessment for a Special Decision*
01-3-502   Risk Assessment - *Safeguarding Vulnerable Adults*
01-3-503   Deprivation of Liberty Safeguards - *Care Plan Guidance Checklist*
01-3-504   Anti-bullying Checklist
01-3-505   Bullying Report Form
01-3-506   Record of Restraint of a Service User
01-3-507   Record of Missing Service User
01-3-508   Assessment of a Service User's Mental Capacity - *Assessment for a Best Interest Decision*
01-3-509   Notification of Safeguarding Incident - *Service User*
01-3-510   Safeguarding Incident - *Staff On-going Risk Assessment*
01-3-511   Safeguarding Vulnerable Persons - *Domestic Violence Case History*
01-3-512   Risk Assessment - *Service User* - Financial Abuse
01-3-513   Post-Fall Report - *Service User*
01-3-514   Risk Assessment - *Service User* – Post-Fall & Mobility

Forms 3-600 to 3-699: **LEAVING THE CARE HOME:**

01-3-600   Service User Discharge Plan
01-3-601   Record of a Service User's Temporary Discharge
01-3-602   Transfer of a Service User to Hospital
01-3-604   Accompanied Holiday - *Checklist*

Forms 3-700 to 3-799: **END-OF-LIFE CARE:**

01-3-700   End-of-Life Care Strategy - *Service User Contact List*
01-3-701   End-of-Life Care Strategy - *Maintenance of Service User Health & Assessment of Needs*
01-3-702   End-of-Life Care Strategy - *Advance Planning According to Service User's Wishes*
01-3-703   End-of-Life Care Strategy - *Preparation for Death*
01-3-704   "Do Not Resuscitate" (DNR) Record - *Service User*
01-3-705   Record of Death of a Service User
01-3-706   Service User's Funeral Arrangements

*Forms 3-800 to 3-839***:** **MENTAL HEALTH:**

01-3-801   Risk Assessment – *Service User's Mental Health*
01-3-802   Risk Assessment – *Service User's Self-Harm or Suicide Attempt*
01-3-803   Risk Assessment – *Tendency to Violence & Assault*
01-3-804   Assessment of Service User's Mental Health - *Depression*
01-3-805   Assessment of Service User's Mental Health - *Anxiety*
01-3-806   Assessment of Service User's Mental Health - *Bipolar Disorder (Manic Depression)*
01-3-807   Assessment of Service User's Mental Health - *Schizophrenia*
01-3-808   Discharge into the Community - *Meeting Mental Health Needs*

Forms 3-840 to 3-845: **TREATMENT OF SUBSTANCE ABUSE:**

01-3-840   Alcohol & Drug Risk Assessment – *Service User Baseline Assessment*
01-3-841   Alcohol Dependence Questionnaire – *Service User Baseline Assessment*
01-3-842   Profile of Recreational Drugs – *Types of Drug & Effects on the Body*
01-3-843   Core Service User Care Plan – *Alcohol Detoxification*
01-3-844   Alcohol Withdrawal – *Progress Assessment*

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4.   HEALTH & SAFETY MANAGEMENT:

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