



## Checklist

# Preparing for your care needs assessment

Here are some things that you might want to think about and do before you have your care needs assessment. Some things, like organising an advocate, may take time to arrange, so you'll need to do them as soon as possible.

You could refer to this checklist during your assessment, and use it to make notes.

## Before your assessment

Have you received information about the assessment from your council?  
Ask for this if not, and record details of who you spoke to and when below.

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Date, place and time of your assessment:

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Have you told the council about any communication needs you have?  
For example, do you need information in large print or audio format,  
or in British Sign Language (BSL), or would you like a translator?

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Would you like a friend, family member, your GP or care worker to be involved in your assessment? Have you asked them? They could either attend your assessment with you, or you could ask them to speak to the council about your care needs separately.

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Have you told the council about anyone who will be with you at your assessment, or who you would like the council to speak to?

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Have you asked the council for an independent advocate if you need one? An advocate can support you to make sure your views are heard and your rights are upheld.

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## Things to have ready for the day of the assessment

Try keeping a diary of your needs. This could be particularly useful if your needs tend to change from day to day, or if you want an easy way to demonstrate your needs to the person carrying out your assessment.

This should include the difficulties you have each day with:

Personal care tasks – for example, washing and dressing

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Washing your clothes

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Keeping your home clean and safe

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Eating and drinking

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Moving around your home

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Getting out and about

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Keeping in touch with people

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If you already receive care from a care agency, have you got information from them about your current care package?

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If you have any health conditions that are important for the assessor to know about, do you have information about them, from your GP or consultant, for example?

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If you need to think about your care needs more, use our checklist  
**Considering your care needs.**



## On the day of your assessment

Here are some things you might want to ask the person carrying out your assessment.

When will I get a copy of my assessment?

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When will you tell me if I'm eligible for support?

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What happens after that?

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Will you need to assess my finances and tell me if/how much I have to pay?

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If so, when will that be?

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What do I do if my needs change in the meantime?

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How often will my needs be reassessed?

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How do I contact you if I need to?

Note down the person's name, job title and contact details.

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Who do I ask if I have any other questions and how can I contact them?

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Note any other questions you might want to ask.

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## After your assessment

Have you received a copy of your assessment?

Ask for this if not, and record details of who you spoke to and when.

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Are you happy that the assessment is accurate and records your needs correctly?

If not, contact the council and record details of who you spoke to and when.

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For more information about appealing your care needs assessment, see our factsheet **Complaints about social care services**.