

Checklist for Team Leaders

Reviewing plans - outcomes and actions



Outcome statements

For each outcome on the plan

- Can I see how this reflects what matters to the person?
- Can we measure it? Do we know the starting point?
- Is it achievable?
- Does it keep or build on what is working?
- Does it change what is not working?
- Does it move the person closer to their positive change/aspiration?
- Where there is assessed need, does the outcome meet it?
- Is it written in everyday language, and not expressed from a service perspective?

Solutions and actions to achieve each outcome

1 Yourself

Do any of the actions build on the person's strengths, assets and qualities?
Do any of the actions relate to what the person could do to improve their knowledge, skills or confidence?

2 Technology

Do any of the actions relate to apps or technology that could help?

3 Equipment and Adaptations

Do any of the actions relate to products or equipment that could help?
Do any of the actions relate to physical changes that could be made to the person's home or environment that could help?

4 Family, Friends and Neighbours

Are family, friends or neighbours involved in any of the actions?

5 Community

Do the actions include places, groups or events happening in the person's community, or on online communities?

6 Services or Setting

For young people

Do the actions take into account what the school or college could do to help and what is available in the local offer?

For adults

Do the actions take into account any general health or social services that could help and what is available through universal services?

7 Support

For young people

Do the actions take into account any additional specialist support that could help?

For adults

Do the actions include organising support that could help?
Do the actions consider what any existing providers could do or do differently?

Do I think a personal budget is relevant here?

Are there indications that the person was involved in decision making as much as possible?

Are there any patterns or themes that I am noticing in outcomes or actions in plans developed by this practitioner?