North Bristol Crisis Resolution and Home Intervention Service

CARERS PROJECT PROCESS SUMMARY AND CHECKLIST

PERSON ON HOME INTERVENTION CASELOAD

	Tick, Date and Sign Once Completed TICK DATE SIGN
Primary carer identified on Core/Crisis assessment	☐ ……. …….
(NOTE: Assume there is a carer until proven otherwise)	
WITHIN THREE WORKING DAYS OF TAKING ON Establish if carers work has been started before, and if ICPA Care Coordinator exists Give or send out: • Letter (informing details of named worker and carers lead) • WHO CAN HELP ME? (purple sheet)??	☐ ……. …….
(NOTE: If this isn't done please record reason)	☐ ……. …….
TWO/ THREE DAYS AFTER LETTER SENT • Named worker/ associate worker to follow up letter with contact to arrange an appointment	☐ ……. …….
FIRST APPOINTMENT • Gather information from carer/ family (listen to their story) • Give out carers pack (with explanation) • Explain family involvement process • Make arrangements for initial carers assessment/ relative assessment interview and future appointments with the family (including service user)	☐ ……. …….
FUTURE APPOINTMENTS WITH FAMILY AND SERVICE USER 1. Go through carers pack with discussion related to family's situation/ experiences 2. Relapse – identify relapse signature, develop clear relapse management plan 3. Planning – prepare family for ICPA meeting, ensure any concerns about discharge have been discussed/ resolved as a family 4. Future – ask Care Coordinator to follow up work begun, ensure family know about community resources, have met named worker, referral to family work for psychosis or family therapy	☐ ……. …….
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