



3.12A

Monthly Key Worker Monthly Checklist

Name:
Address:
D.O.B:

3.12B Quality of life (Quarterly) report completed

3.12C Service user documentation checklist sections completed:

- File Condition/ contents page review
- Section 1
- Section 2
- Section 3
- Section 4
- Medication Folder
- Financial Records
- Other documentation

Individual Planning Tasks

- Global assessment is being conducted
- Global assessment completed
- Individual plan is under development
- Individual plan is developed
- 3.12D IP Quarterly Review completed**
- 6 monthly review completed (day services)
- 12 monthly review completed

Other Key Worker Tasks (optional)

- Review of personal belongings and clothing requirements
- Health care requirements stocked
- Social activities planning
- Correspondence reviewed

Items for discussion	Team meeting	Supervision

Completed on: _____

Key Worker: _____ Signed: _____

SSW/Programmer: _____ Signed: _____