

Dun Laoghaire/Rathdown Comprehensive Assessment Guidelines

6.3 Prior to the undertaking Comprehensive Assessment

6.3.1 Prior to the comprehensive assessment being undertaken the worker should establish if the service user has previously completed a comprehensive assessment, has an existing care plan and case manager. This can be done by asking the service user and/ or by contacting services involved with the service user. Consent should be obtained from service user prior to contacting any service.

6.3.1.1 If there is a case manager then there may be no need for a comprehensive assessment. Instead the task will be to engage with the service user and case manager in agreeing how this service can contribute to the existing care plan.

6.3.1.2 If there are two agencies wishing to case manage this should be resolved as described in the Case Management and Key Working Guideline and Inter-agency Care Plan Meeting Guideline.

6.3.1.3 If there is no case manager but a comprehensive assessment has been undertaken, a copy of the comprehensive assessment should be requested and up-dated as necessary. This will avoid duplication.

6.4 Comprehensive Assessment

6.4.1 The aim of the comprehensive assessment is to establish the service user's specific needs and goals. These form the foundation of the service user's care plan.

6.4.2 After undertaking a comprehensive assessment the organisation/ service should know the following:

6.4.2.1 Drug and alcohol use and measurement of severity of use

6.4.2.2 The service user's needs and goals in the following areas: drug and alcohol use, physical health, mental/ psychological/ emotional health, family & current relationships, accommodation & living arrangements, income & finance, employment, education & training, legal issues, recreational activities, religious/ spiritual matters, cultural/ ethnic matters.

6.4.2.3 Risk assessment. The combination of both the initial assessment and the comprehensive assessment will highlight evident risks. A risk management plan should be included in the care plan where required.

6.4.2.4 Services required to meet the needs and goals identified by the service user.

6.4.3 The initial assessment forms part of the comprehensive assessment. If the worker undertaking the comprehensive assessment did not complete the initial assessment with the service user they should spend some time with the service user reviewing and summarising the issues raised in the initial assessment.

6.4.4 The comprehensive assessment should be documented on the DLR Rehabilitation Pilot Comprehensive Assessment form and should be entered in case notes as appropriate.

6.4.5 Comprehensive assessments will be carried out in a suitable location i.e. one that is quiet and private and where there will be no/ minimal interruptions.

6.4.6 The comprehensive assessment should be undertaken at the service users pace; as such the process may take a number of sessions. At the end of each session, the work done should be positively emphasised and any issues should be summarised and transferred to the care plan.

6.4.7 Towards the end of the assessment the worker should provide an overview that draws on the information provided, the goals stated and the emerging care plan. The worker should use their professional judgement about what to include, exclude, emphasise and deemphasise. Feedback should be objective, pragmatic and also optimistic.