

BIAN - Letter Seeking Care Plan Engagement

(Print letter on company letterhead or standard paper)

Date / /

To _____

Re: Service user's full name, D.O.B and address if appropriate

I am writing from _____ (*service name*) to inform you that I am currently acting as a Case Manager for _____ (*service user name*). _____ (*service user name*) has given their consent for me to share the following information with you; a copy of the consent to share information is attached.

The role of the Case Manager involves completing a comprehensive needs assessment with the service user, developing an effective care plan, and supporting the service user in implementing the plan. This includes identifying key supports, initiating interagency work on behalf of the service user and undertaking formal care plan reviews.

Your service was identified through the care planning process as (*playing a role in the service users care plan, or a service which could play a useful in the care plan*). (*Identify the role that can be played by this service, or summarise what the care plan states them as already providing and the goals etc, if this has already to been agreed or noted. It is important to ensure that you are not making presumptions if there has been no prior contact with the service*).

To progress this.....(*this may include; confirmation of the existing care plan goals, a case meeting to discuss the goals and actions, phone conversation etc*).

If you have any questions or queries I would be more than happy to discuss these with you at your convenience, please contact me on the (*enter phone number*).

Yours faithfully,

Name

Position