

Person-centered Review Meeting Adults

Booklet for families to complete
before the meeting

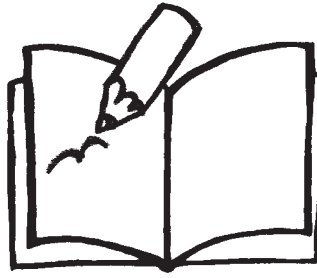
Who's here	What we appreciate about the person	Progress on actions	What is important to the person now	Aspirations or If I could I would	Assessed need (important for)	How best to support	Questions to answer
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What is working and not working about ...

- Health
- Wellbeing (employment, recreation and learning, home, friends, relationships and community, choice and control)
- Personal Budget

My outcomes	Goals and actions
	What : Who : When
	Date of next review





Person-centered reviews – what are they?

Person-centered reviews can be used to develop or review a Care and Support plan. It is important that the person has the right people involved in their review meeting to help them to plan for their future, making sure that they have the things that are important to them, as well as the right support to achieve the things they want to.

Who will be there?

The person can choose who they would like to be there, but there may also be some people who have to be there. For some people, there may be lots of people involved in the review, particularly if there are professionals from health or social services, as well as family and friends. For others, there may be just one or two people there, a manager or a social worker for example.

Where and when will it be?

The person-centered review will be held wherever the person feels comfortable. This could be their home, or in a room made available by a service. It is important to arrange a time and date that is convenient for the person and their family, as well as for others. Each person will have a review annually, but it may be necessary to meet more frequently if things change significantly for them.

What do you need to think about before the meeting?

Whether you are going to be present at the review or have been asked to make a contribution, there are things that you will need to think about in advance. This booklet will help you to think about your contribution to the meeting.

What will happen at the meeting?

A person-centered review is very different to a traditional review meeting. You will find a relaxed atmosphere, with music playing of the person's choice, there will be chairs set out informally; no big table, and usually flipcharts pinned up on the walls, each asking different questions. The process is facilitated to enable everyone to have a conversation, agree on person-centered outcomes, and create goals and actions for change.

There may already be a lot of information written up on the flipcharts, or they may be blank sheets, which will quickly become full!

The meeting begins with everyone introducing themselves and sharing something that they appreciate, like or admire about the person. If there are actions from a previous meeting, these are checked to see how they are progressing.

The facilitator will explain the headings, then everyone will be asked to contribute to the flipcharts, using felt tip pens. When everyone has finished writing, the facilitator will help the group to think about their priorities for change, and together, outcomes are agreed, and actions recorded which will support the person to move towards achieving the things they want to.

If you are going to be attending the review, then this booklet will help you to think about the things we will be inviting you to contribute on the day and you can use it to jot down things you want to remember to input on the day.

If you are not going to be attending the review, then you have been sent this because it is important to the person that your views are heard at the meeting. In this case, it is really important to them that you take time to think about the questions, record your thoughts in the spaces provided and return the completed booklet to us by the date we have asked for. This will help us to make sure that your views are included during the person- centered review and taken into account in the discussions that we have.

**What do you like most, admire or appreciate about the person?
What do they do that makes you happy or proud to know them?
What are their gifts, skills or talents?**

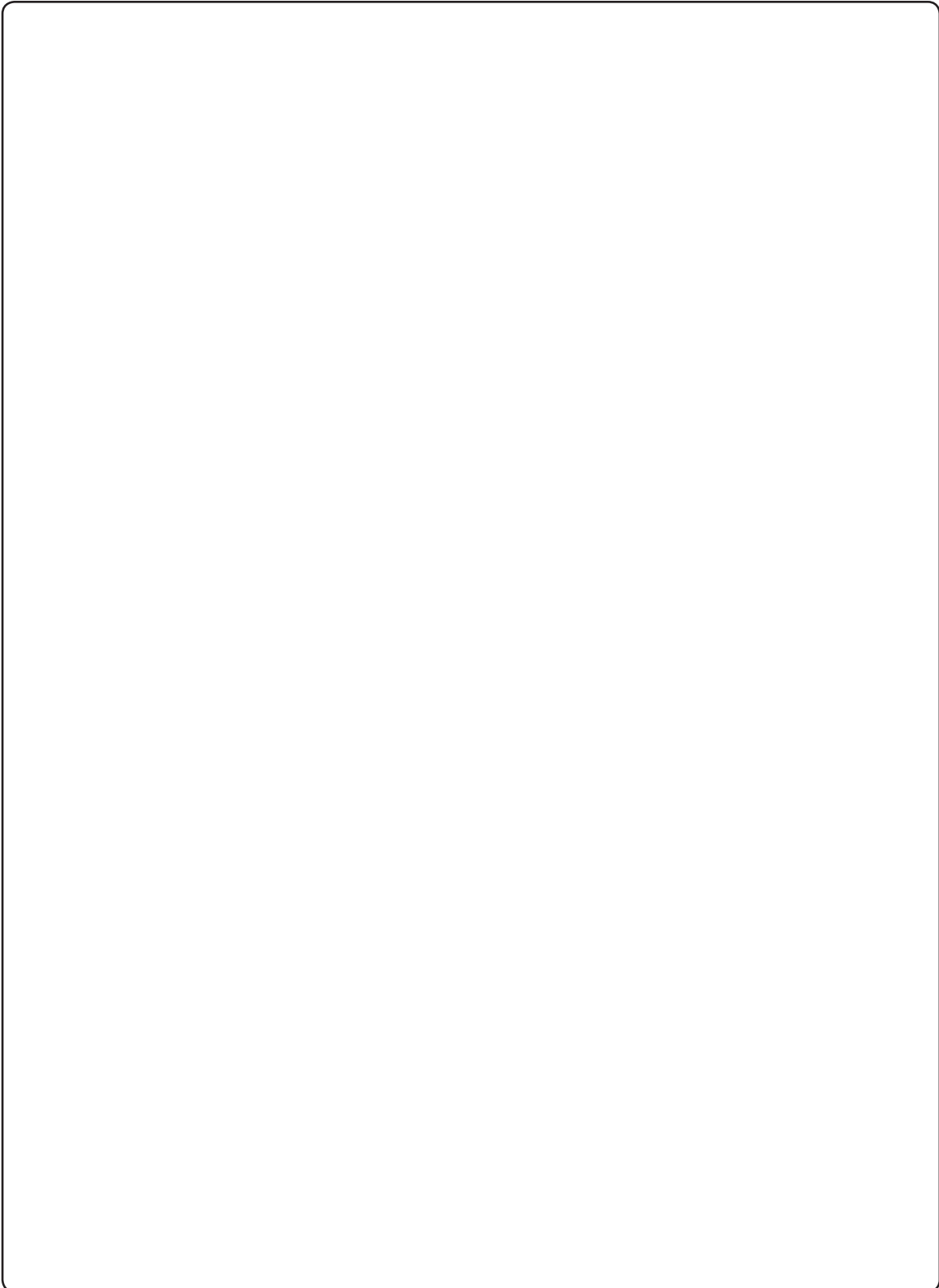
We need this information to help us to build a positive picture about the person.

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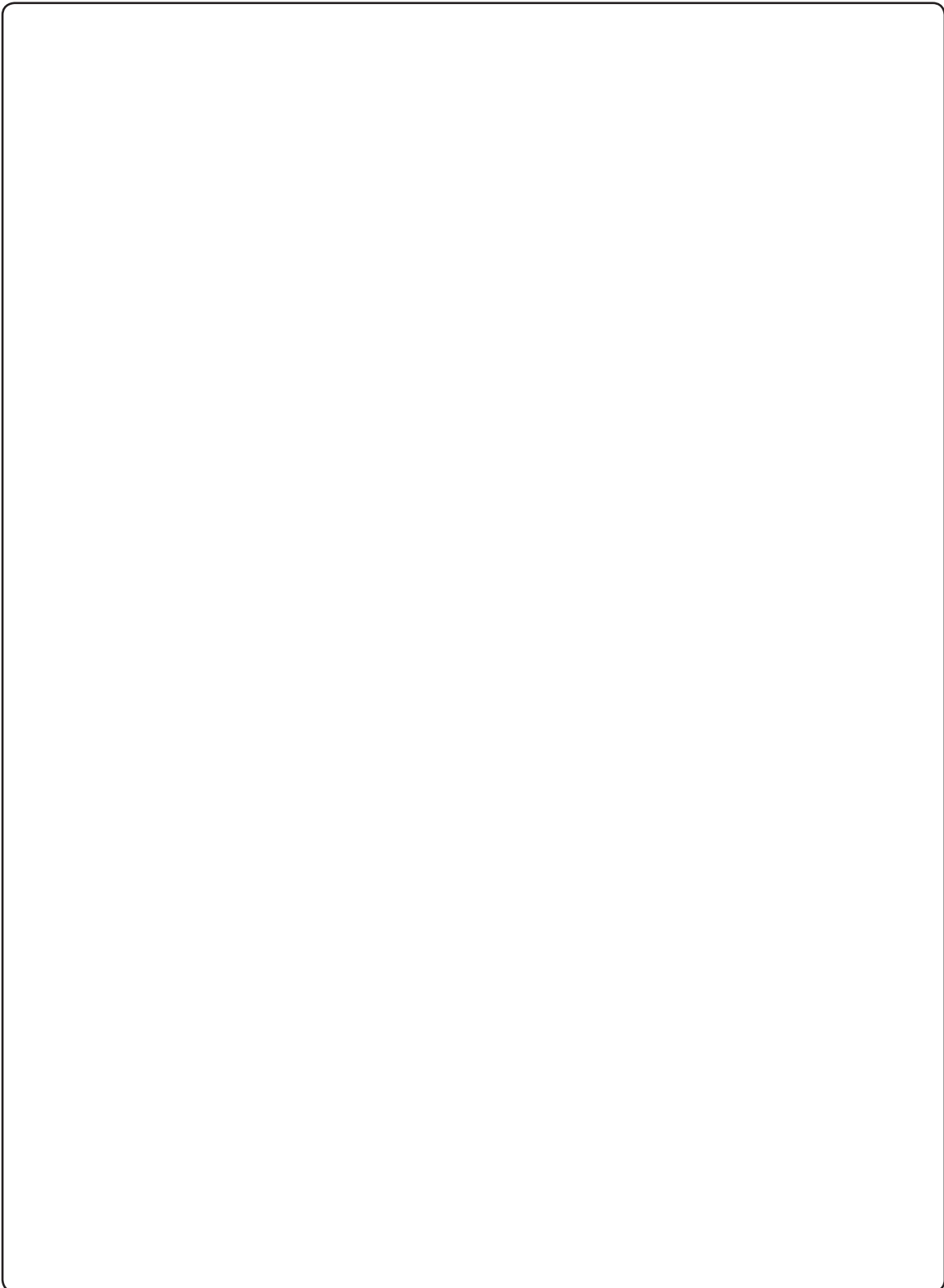
What has happened since the last review? Were you present, and what actions did you take away? How did you get on with these actions?

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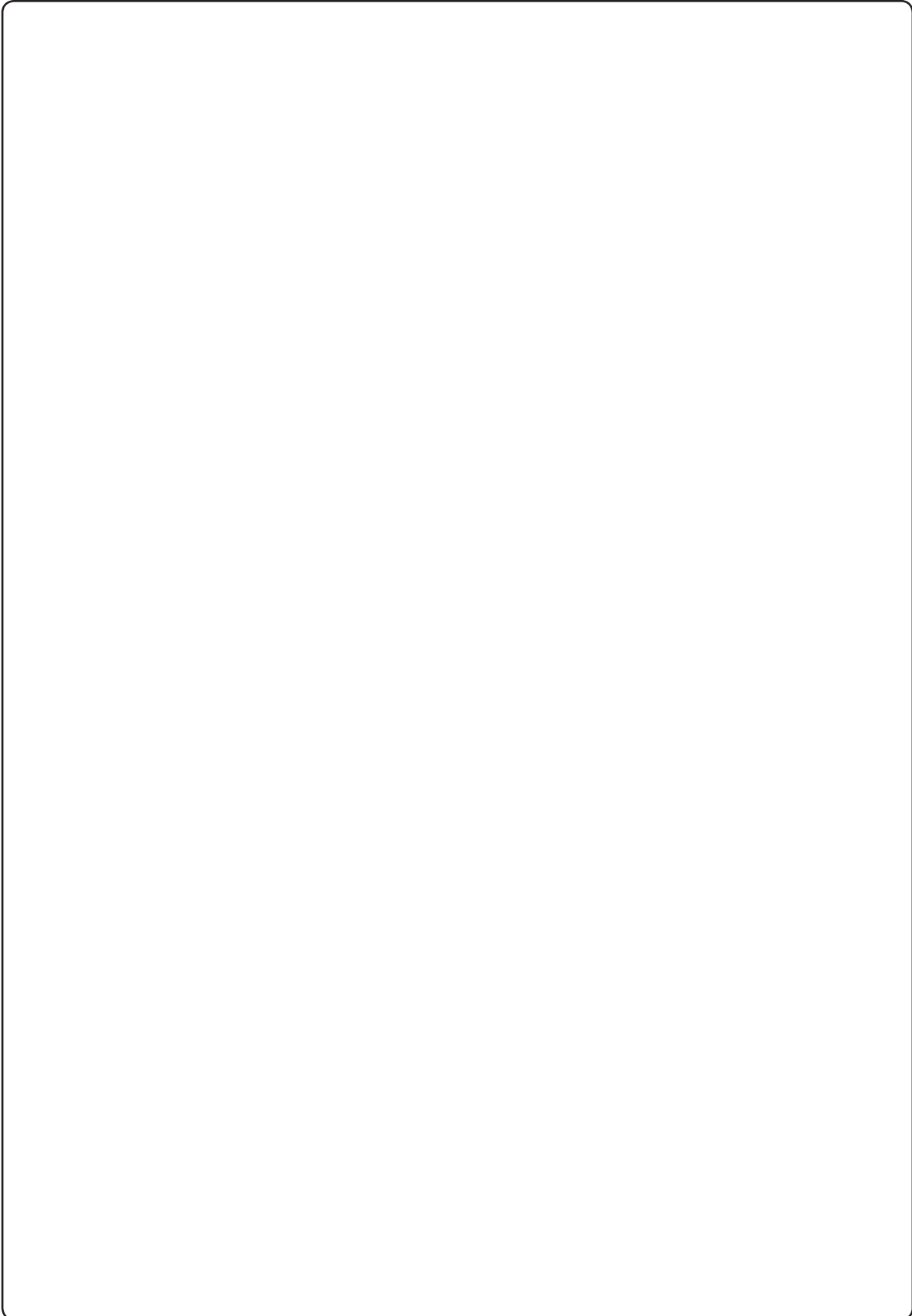
**What do you think, from your perspective, are the person's aspirations?
What have they told you about the things they want in their future? What
do they want to do? What kind of person do they want to be?
What would they want to do if they could?**



**What do you think is most important in the person's life at the moment?
Think about the things that you know really matter to them, the things
that make them happy, things they enjoy and look forward to.**



**What do you think is important for the person?
What keeps them healthy and safe?**



**How do you think we can support the person?
What are the best ways of doing this? What do you think other people
need to know or do to support them well?**

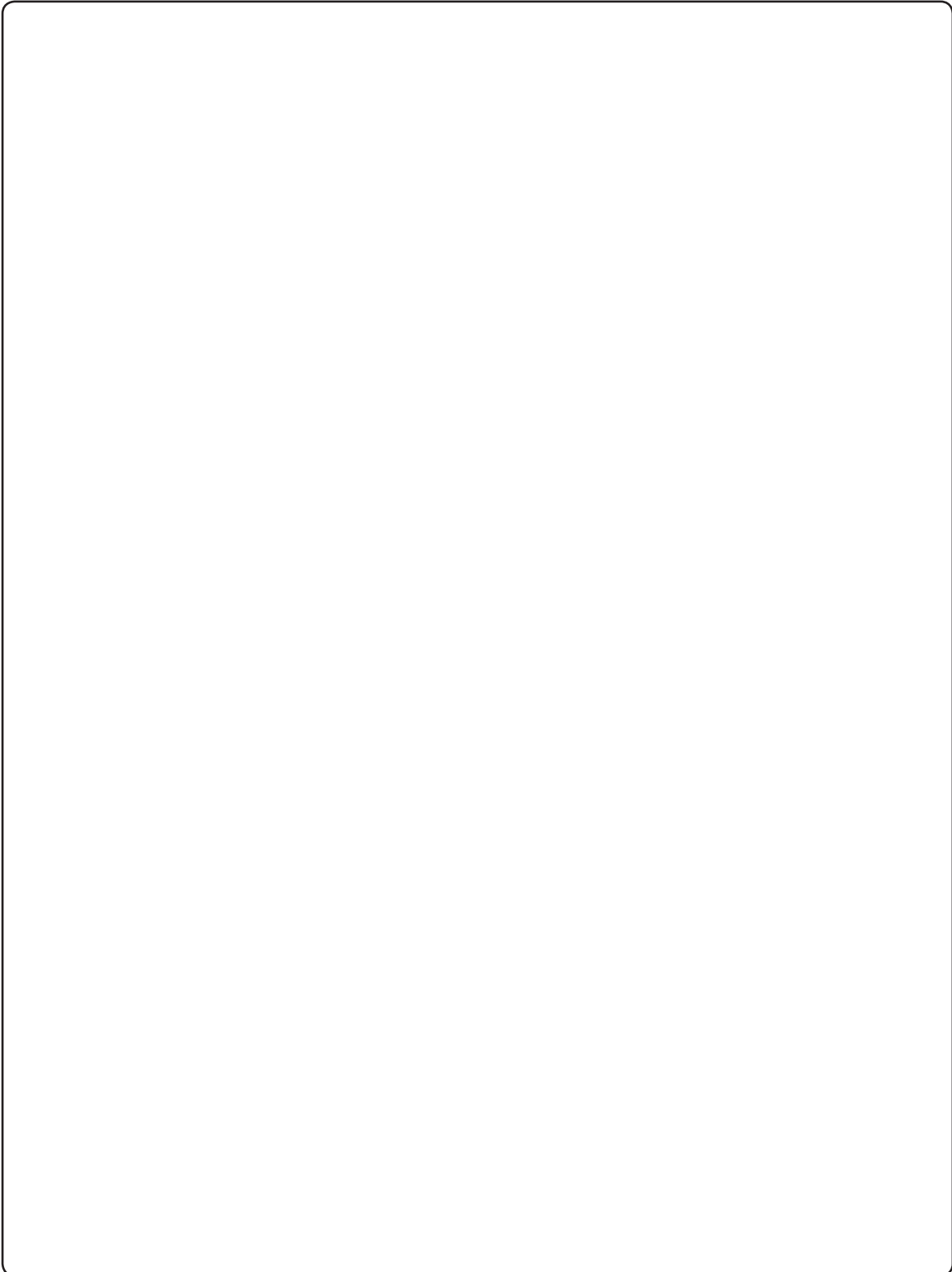
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What is working really well in the person's life at the moment from your perspective? What are the things that are going well and need to stay the same, or to increase?

Think about their health, their wellbeing and their personal budget. By wellbeing, we mean employment, recreation and learning; friends, relationships and community; home; having choice and control.



**What is not working so well in the person's life at the moment from your perspective? What needs to change, be different or stop?
Think about their health, their wellbeing and their personal budget.
By wellbeing, we mean employment, recreation and learning; friends, relationships and community; home; having choice and control.**



Do you have any questions or other comments to make?

If you are not coming to the review, please can you return your completed form to us by /..... /..... We will then ensure that your views, thoughts and questions are included during the review.

Thank you for taking the time to make your contribution to this person-centered review.

If you have questions, please contact:
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