

SINGLE ASSESSMENT PROCESS FOR OLDER PEOPLE

REQUIREMENTS FOR APRIL 2004

To achieve successful implementation of SAP, localities should ensure that by April 2004 :

- ❑ The 12 steps of implementation have been followed according to SAP guidance of 28 January 2002 (HSC 2002/001; LAC(2002)1).
- ❑ Older people's needs are assessed according to January 2002 guidance. Principally this means that :
 - Individuals are placed at the heart of assessment and care planning, and these processes support professional judgement.
 - The four assessment types are used as a framework for assessment and as a means to keep assessment timely and in proportion to individuals' needs. See Annex E of the January 2002 guidance.
 - The assessment domains/sub-domains of Annex F of the January 2002 guidance are covered when overview and comprehensive assessments are undertaken.
 - Care plans or statements of service delivery are produced according to Annex E of the January 2002 guidance and service users have a copy.
- ❑ Arrangements for care co-ordination are agreed. See Annex H of the January 2002 guidance.
- ❑ Information is collected, stored and shared as effectively as possible and subject to consent, using the Single Assessment Summary or a local variant.
- ❑ Professionals have received adequate and appropriate training to enable them to undertake person-centred assessments and care planning. See Annex J of the January 2002 guidance.
- ❑ Localities' approaches to SAP are disseminated locally in appropriate formats and appropriate ways and are published (or will be published) in local "Better care, higher standards" charters.

It should be noted that :

- ❑ Many contacts older people have with the NHS or councils will not lead to assessments under SAP or may not go further than a contact assessment. The January 2002 guidance gives full details. In this regard, localities should bear in mind that the cost of inappropriate or disproportionate assessments can be high both for individuals and statutory agencies.
- ❑ Localities should review any plans to integrate SAP and the over 75s health check in light of finalisation of the new GMS contract for GPs.

- ❑ Progress reports, in which localities gauge their progress against the measures of success given above, are required in June 2004. They should be sent to Strategic Health Authorities on completion.
- ❑ While localities should implement SAP by April 2004, based on the measures of success above, further development work at the margins may be required after that date. In this situation, localities should agree arrangements - on the basis of their June 2004 progress reports - with their Strategic Health Authorities to ensure that outstanding matters are addressed by April 2005.
- ❑ Localities that are still considering their approach to overview assessment by April 2004 should consider using a fully or provisionally accredited assessment tool.

To gain further understanding of what is required for April 2004, localities should refer to other documents on the SAP website, particularly the [Question and Answer](#) and [Information Sharing](#) sections.