

SINGLE ASSESSMENT PROCESS
PERSON HELD RECORD
CONTENTS SHEET

The SAP Person Held Record (PHR) has 10 sections. In order to continuity and ensure everyone knows where specific information will be held, please follow the contents list identified below.

Please note: in order to control the size of the PHR, service providers are asked to remove the accumulated daily contact/continuation sheets and discontinued Care Plans.

1. **Daily Contact/Visiting Sheet**

2. **Consent Form, Contact and Overview Assessment**

3. **SAP Summary of Need**

4. **SAP Summary Care Plan**

5. **SAP Review/Reassessment Document**

6. **District Nursing Specialist Care Plans & Continuation Sheets**

7. **Home Care Specific Care Plan/Weekly Programme & Contact Sheets**

8. **Intermediate Care Specialist Care Plans & Continuation Sheets, including: Hundens Rehab, IC Domiciliary, Disability Options.**

9. **Hospice Specialist Care Plans & Continuation Sheets**

10. **Macmillan Specialist Care Plans & Continuation Sheets**