



## Audit Tool for Completed Care Plans



Organisation / Team: \_\_\_\_\_

Audit Date: \_\_\_\_\_

Audit Completed by: \_\_\_\_\_

Audit criteria	CP ID:	CP ID:	CP ID:	CP ID:	CP ID:	CP ID:
1. The client has a documented care plan	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
2. If the client does not have a care plan, the rationale for not completing the care plan is clearly documented.	1 - Yes 0 - No 0 - N/A	1 - Yes 0 - No 0 - N/A	1 - Yes 0 - No 0 - N/A	1 - Yes 0 - No 0 - N/A	1 - Yes 0 - No 0 - N/A	1 - Yes 0 - No 0 - N/A
3. The date that the care plan was completed is recorded	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
4. The people involved in the development of the care plan are recorded	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
5. The writing in the care plan is legible	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
6. The language used in the care plan is appropriate to the client	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
7. The care plan provides an overview of the current context / current situation	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
8. The goals set clearly demonstrate what the client hopes to achieve	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
9. Actions are recorded for each goal and clearly outline the key steps that need to be completed in order to achieve the goals	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
10. There are appropriate timeframes recorded for when each action will be completed	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
11. The person / people responsible for implementing each action are documented	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
<b>Subtotal (Q 1 – 11)</b>	<b>..... / 15</b>	<b>..... / 15</b>	<b>..... / 15</b>	<b>..... / 15</b>	<b>..... / 15</b>	<b>..... / 15</b>





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12. There is a clear link between the actions and goals that are documented	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
13. There is evidence that, where appropriate, that other staff / service providers have been engaged to support the client achieve their goals.	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A
14. There is evidence that the care plan is individualised and client centred	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
15. A date or timeframe has been documented for when the whole care plan needs to be reviewed	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
16. Client acknowledgement	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
17. There is evidence that a copy of the care plan was provided or offered to the client	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
18. There is evidence that, where appropriate, the care plan has been shared with relevant people	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A
<b>Subtotal (Q 12 – 18)</b>	<b>..... / 11</b>	<b>..... / 11</b>	<b>..... / 11</b>	<b>..... / 11</b>	<b>..... / 11</b>	<b>..... / 11</b>
<b>CARE PLAN DEVELOPMENT TOTAL</b>	<b>..... / 26</b>	<b>..... / 26</b>	<b>..... / 26</b>	<b>..... / 26</b>	<b>..... / 26</b>	<b>..... / 26</b>

**NB: If the client's care plan has been reviewed, please refer to 'Additional Criteria for care plan reviews'**





## Audit Tool for Completed Care Plans



<b>Additional Criteria for Care Plan reviews</b>						
<b>Audit criteria</b>	<b>CP ID:</b>	<b>CP ID:</b>	<b>CP ID:</b>	<b>CP ID:</b>	<b>CP ID:</b>	<b>CP ID:</b>
19. The date that the care plan was reviewed is recorded	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
20. The people involved in each review of the care plan are recorded	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
21. The client's current context ./ current situation is updated to reflect the changing circumstances at each review	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
22. Actions have been completed in accordance with the time frames set	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
23. The impact of completed actions is documented in relation to goal achievement / outcomes	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
24. Outstanding issues / next steps are noted	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
25. Where goals are inactive or no longer relevant, the reasons why are clearly documented	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A
26. Client acknowledgement	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No	1 - Yes 0 - No
27. There is evidence that a copy of the revised care plan was provided or offered to the client after each review	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never	2 - Always 1 - Sometimes 0 - Never
28. There is evidence that, where appropriate, the care plan has been shared with relevant people	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A	2 - Always 1 - Sometimes 0 - Never 2 - N/A
<b>CARE PLAN REVIEW TOTAL (Q 19 – 28)</b>	<b>..... / 19</b>	<b>..... / 19</b>	<b>..... / 19</b>	<b>..... / 19</b>	<b>..... / 19</b>	<b>..... / 19</b>
(Add Development + Review Totals) <b>TOTAL</b>	<b>..... /45</b>	<b>..... /45</b>	<b>..... /45</b>	<b>..... /45</b>	<b>..... /45</b>	<b>..... /45</b>

