**Shared Lives Daily/Weekly Record Sheet**

**Guidance:**

* **Please monitor adults daily and provide a summary weekly. However exceptions apply:**
* **if there are significant events that have happened on a day, please complete these as a daily note and contact your Shared Lives team member or the team using the Shared Lives email.**
* **If you are a new Carer or have a new Adult in placement, please complete daily notes until advised otherwise by your Shared Lives team member.**
* **Short Breaks: Please complete daily notes.**
* **Please complete one sheet per Adult.**
* **Notes will be read in part or in full during monitoring visits. However we may request these to be sent through prior to monitoring visits.**
* **Notes must be kept secure, either saved in a protected folder on electronic device or in a paper file which is securely stored away.**
* **Please use the prompts below as a guide to writing the weekly notes. (Please note this list is not exhaustive) – the purpose of these records is to identify patterns of behaviour, safeguard the Carer and Adult, to evidence robust care.**

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| **Day to day care - personal care/self-care/ daily living skills/eating drinking/communication** |
| **Education/ work placements/activities** |
| **Health – Physical & Emotional wellbeing/ appointments/treatments/ changes to medication/hospitalisation of adult or carer** |
| **Finances – any significant spends/requests/receipts saved/advice given *(this does not replace the finance record)*** |
| **Social/ family time/new opportunities/travel** |
| **Home life – any concerns/ conflicts/ behaviours/celebrations/ achievements** |
| **Meeting/ contact with professionals** |
| **Accidents/incidents** |
| **Risk /personal safety** |
| **Any further comments/reflection on the day** |

**Adult Name:**

**Date of Record:**

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