Name

Address

Date

Dear ,

**Assessments under the Care Act 2014**

I am writing to you regarding your / your mother / your sister/ your brother’s forthcoming assessment under the Care Act 2014.

This letter explains what to expect from the assessment and how it will be structured. The assessment process is described in Care Act 2014 and the Statutory Guidance that accompanies this Act. The Statutory Guidance lists a number of things that assessments have to cover or focus on, and this letter helps you to understand what your local authority will be focusing on when they come to assess you.   
  
**What is the purpose of the assessment**Explain detail regarding assessing needs, how these needs impact on wellbeing and the outcomes the person wishes to achieve.  **When does the local authority start their assessment?**Your local authority starts the assessment process when they begin to collect information about you. This means that your request for an assessment, including any information provided by letter, over the phone or in emails, forms part of the overall assessment.   
  
[Urgent interim packages / s19]  
  
**Types of assessment**[Detail types of assessment e.g. self assessment, face to face assessment, combined, joint, supported self assessment, integrated assessments, phone etc]  
  
[Needs assessment]  
  
[Carers Assessment]  
  
**Who can support me during the assessment process**[The assessment process puts you at the centre – the focus is on you’re your needs and wellbeing, and the outcomes you wish to achieve. You should be fully involved]   
[Independent advocacy]  
  
[Support from carer / support worker / friends family]  
  
**Who should carry out the assessment**[Appropriate training]  
  
**How long should the assessment process take**[Appropriate and reasonable timescale taking into account urgency of needs]  
  
[LAs should keep individual informed]  
  
**What if I have fluctuating needs**[Fluctuating needs] **Eligibility criteria**

[National eligibility criteria]  
  
[Full detail on criteria – 1) needs relating to physical or mental impairment, and 2) needs affect ability to achieve 2 or more outcomes, and 3) that impacts on their wellbeing]  
  
**Outcomes**  
  
[Full list of outcomes – should this be on separate factsheet?]  
  
**Wellbeing**   
  
[Full detail on wellbeing include religious beliefs etc]  
  
**Carer blind**   
  
[Assessments should be carer blind]  
  
If you have any questions please feel free to contact us to discuss further.

Yours sincerely