

## Module 6

# Introduction to FACE Tools

### Intended Learning Outcomes:

At the end of the module, the participants will:

- Have a basic understanding of what the FACE tools are, what they replace and how to complete them.
- Checked whether further, more detailed, FACE training is required.

**Relates to:** (to be identified)

**Time:** 1 hour to half a day, depending on need

**Materials:** FACE training materials  
FACE Overview Assessment user's guide  
Checklist - knowledge of FACE tools and training needs.

**Handouts:** SAP at a Glance

### The Activity:

Examine and discuss the FACE forms in small groups or together, depending upon how much time you have.

1) Take each form that you need to use, and look at the layout and language.

2) Include the following in your discussions:

- Terminology and language.  
Using the forms proportionately, which sections might you use in which circumstances.
- Scoring systems.
- Which forms are used when, and which forms they replace.

**Note: You can use the FACE training materials such as the prompts to support the discussions. The facilitator can feed any questions back to your Local Implementation Team.**

- 1) If you have time, you can use the case vignettes provided or invent your own case studies to look at the forms in more detail.

## **CHECKLIST – Training needs for SAP FACE Tools**

**1. Have you seen the SAP basic awareness Powerpoint presentation?**

**& the 4 minute DVD- Success with SAP ?**

Yes/no

**2. Have you heard of the FACE SAP tools?**

Yes/No

**3. Do you know what they are or what they replace?**

Yes/No

**4. Have you already started to use FACE tools?**

Yes/No

**5. If Yes, How easy have you found the tools to use?**

(Please circle)

Very easy    Quite easy    Ok    Very different to what I'm used to

**6. What areas do you need more training on?**

**7. Any other comments?**

## Handout 1 - SAP at a Glance

Mod 6 H1

	Who?	When?	What?	How?
<b>Background and Contact Assessment</b>	May be started/undertaken jointly with individuals/carers/families or by Health or Social Care Staff who have initial contact	On contact between an Individual and a Health/Social Care worker, where Health/Social Care needs are first suspected	<ul style="list-style-type: none"> <li>Basic personal information</li> <li>Nature of presenting needs or risks</li> <li>Any resulting actions</li> <li>Multi agency referral tool</li> </ul>	<b>FACE Background and Contact Assessment (SWP V1) Tool</b>
<b>Overview Assessment</b>	NHS or Social Care staff with responsibility for assessing, coordinating and care planning	When more holistic assessment is required and significant needs and risks have been triggered by the Contact Assessment	<ul style="list-style-type: none"> <li>Complete picture of the person</li> <li>Assessment of needs and risks</li> <li>Summary of Current services</li> <li>Action List</li> </ul>	<b>FACE SWPv2-Overview Assessment Tool</b>
<b>Personal View of Your Needs</b>	The Individual/Carer	Offered to the Individual at anytime for them to complete if they would like to.	Opportunity for person to describe own situation/ suggest any outcomes	<b>Personal View of Your Needs Form (SAP2 (PO))</b>
<b>Specialist assessment</b>	Any Health/Social Care staff with specialist skills or responsibilities. For example, Nurse, Occupational Therapist, CPN.	When input is required from a specialist professional -	Two standard specialist assessments currently available in SWP as below: HNA and Detailed assessment. Other FACE tools :COPD and others	Relevant Specialist Assessment E.g. Falls, Supporting people, Mental health etc will use own existing tools
<b>Health Needs Assessment</b>	Any health professional such as nurse, physiotherapist, occupational therapist	When more detailed health assessment is required or evidence for continuing health care	Collection of information around key health domains - provides evidence for continuing health care, intermediate care or other health requirements.	<b>SAP (HNA)-Health Needs Assessment</b>
<b>Core Assessment (LD)</b>	Any Health/Social Care staff with specialist skills or responsibilities. For example, Nurse, Occupational Therapist, CPN.	When an exploration of a specific need or risk is needed and more detail than the overview is required – e.g. people with learning disabilities	Collection of information in detail such as housing, activities for independent living.	<b>Core assessment (LD)</b>
<b>Comprehensive Process</b>	A range of different professionals or specialist teams, with the relevant skills and knowledge	<ul style="list-style-type: none"> <li>When input is required from range of Health/Social Care specialist staff</li> <li>When the level of support/treatment likely to be offered is intensive or prolonged</li> </ul>	Formed from Contact and Overview Assessments, and relevant Specialist Assessment(s)	<b>Not a specific tool</b>



<b>Care Plan / Summary of Your Needs</b>	All Health/Social Care staff responsible for assessing, coordinating and care planning within the SAP scope	To summarise agreed needs and how they will be met for ongoing/complex situation and record outcomes.	<ul style="list-style-type: none"> <li>The care plan should identify how needs will be met and what services are being provided and by whom. Start and end dates, costs and contingency arrangements</li> </ul>	FACE <b>Care Plan</b> (SWPv1)
<b>Review</b>	The person responsible for reviewing the care plan	At regular intervals as agreed with eth service user, carer and provider.	<ul style="list-style-type: none"> <li>Review should identify if needs are being met and issues arising</li> </ul>	FACE <b>Review Tool</b> (SWPv1)
<b>Consent to Share and Protect Your Personal Information Form</b>	The staff member who initiates the first assessment as part of the Single Assessment Process.	At the first contact assessment. This consent is checked at every new assessment and recorded on the appropriate tool as to whether it still stands or needs amending. A new consent form does not need to be completed.	A record of verbal or written consent by the service user to share their personal information.	<b>SAP (SWPv2) Consent to Share and Protect Your Personal Information Form</b>