

## **Capacity Assessment plan**

### **Checklist**

What is the decision to be made?

Why does it need to be made?

When does it need to be made?

Am I the best person to undertake this assessment?

Do I know the person well enough – their condition; behaviour; any specific matters that may affect how I approach the assessment with them?

Should I co-work with anyone else? Who should this be?

What is the best time of day for the person? Why?

Where should the assessment take place? Why?

What arrangements may need to be in place for the person to participate?

How does the person communicate?

Do I need an interpreter?

How will I explain the process to the person?

What information does the person need to understand in order to make the decision for themselves?

Who has provided this information?

How will I present it to the person?

Do I need any aids or equipment to help me to communicate with the person?

How much time have I set aside for this assessment?

How will the outcome be explained to the person?

How will I record the outcome?

Who will I share this with?

**Correct as of 05/17**