

Recommendations Overdue 31 July 2015

ACTION PLAN NO:	WEAKNESSES/GOOD PRACTICE: GRADE:	AGREED ACTION:	DATES :	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
DEPARTMENT SERVICE <u>REPORT NAME</u>	COMMUNITY SERVICES ADULT CARE <u>REVIEW OF HOMECARE CONTRACT MONITORING</u>				
3	It was noted that arrangements for record keeping was fragmented and information is held in a number of separate systems i.e. hard copy files, network drives, and formal information management system (Carefirst). LOW	Service manager operations to confirm with area managers the agreed arrangements for record retention. Options are Care First or hard copy (Orange Files) only.	30 June 2015 30 September 2015	Broader consultation with Service Development and Legal is required	Delayed but rescheduled Service Manager Operations