**GUIDANCE NOTES FOR THE LINCOLNSHIRE JOINT AGENCY SECTION 117 AFTERCARE CARE, SUPPORT, AND REVIEW PLAN**

1. Choose the responsible authority, if another authority other than Lincolnshire is involved, delete the relevant authority, and replace with the new Responsible Commissioner title.
2. Note the review timescales.
3. Provide the individual and or representative with the “how we use your data” and “consent leaflet”. Choose the outcome from the drop-down box.
4. Enter the date of review and indicate which review this is from the drop-down box.
5. Enter the personal details down to the Lead Professional / Care co-ordinator.
6. Enter the current and previous detention details
7. Enter diagnosis.
8. The domains from 4.1 to 4.16 mirror the assessment domains and the outcomes from the assessment are transferred to these domains and form the basis for the reviews in monitoring progress towards the individuals’ goals.
9. Identified and unmet non section 117 needs, record the outcome from any referrals.
10. Record details of the crisis plan and any changes following reviews.
11. At each review consider if the section 117 aftercare needs are still required, where it is assessed as appropriate to recommend ending section 117 aftercare, a formal assessment will be undertaken and if agreed by all at the assessment, this recommendation will be forwarded to the relevant Joint Agency Quality Assurance Group for quality ratification. Guidance is appended on the care support and review plan.
12. Relevant discussion in respect of the impact and relevance of Personal Budgets and Personal Health Budgets held as appropriate.
13. Please note if any Service Provider attendance
14. List of attendees and their details.