

What Matters to Me Personalised Care Planning Guidance for colleagues

The **About Me** form has been designed to support conversations with people about what matters to them. This document can also be shared with families and carers to help them support the person completing it, gather information and support the Triangle of Care.

This conversation and information should be used to support personalised care planning and can be utilised to share the person's needs, concerns, hopes and aspirations of what they want to achieve. Please use the person's own words from this **About Me** personalised care planning to include in their treatment plans.

When the person has completed the **About Me** form, please take time to go through it with them, then make a progress note on RiO and title it: '**ABOUT ME**'.

In the progress note please detail when the person had the personalised conversation and with which member of staff.

Please record when they would like the information reviewed.

Record the contact information on RiO for the person who knows the individual best and their contact details, and any other information the person may wish to share, **but do not write down within the paper versions.**

If a person shares information which you feel might expose them to risk or make them vulnerable, please share your concerns with the person and explain that if the information is important to them, you can record it within their electronic care notes.

Lasting Power of Attorney (LPA) – financial, health and welfare - please ask for details and record within RiO.

Scan a copy of **About Me** onto the person's documents and title '**ABOUT ME**'.

If you have any concerns about the person's ability to keep the information safe, offer them the opportunity of having their orange folder stored in the green folders/admissions folders for safekeeping. Make it clear to them that they can have this back as and when they would like it.

If you have any concerns about the person's capacity to understand the information, the holding of their folder and/or care plans, complete an assessment relating to mental capacity, record the outcome on RiO and the plan of how to support safe sharing of care plans.

Upon discharge the orange folder will go with the person and can be used to hold any discharge paperwork or other information the person needs.