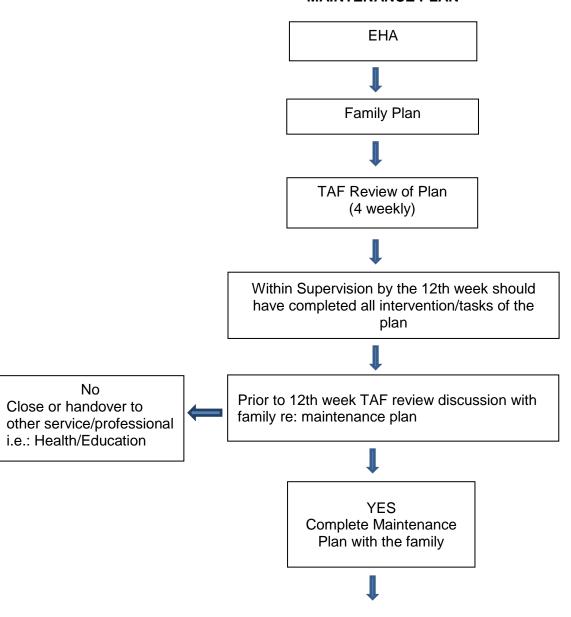
## **MAINTENANCE PLAN**



- Final TAF review have completed TAF minutes and Family Plan and Maintenance Plan
- Agree the Maintenance Plan with professionals
- Set the date for the one month review
- Review Maintenance Plan, 1 month, 3 month, 6 month and final 12 month
- Change Capita status to in Maintenance
- During the 12 months 4 booster sessions can be offered only if needed

## **CLOSURE PROCESS**

Complete minutes of 12 month review



Lead/Manager quality assure, amendments made then signed by Manager/Lead and worker



Family sign 12 month review and left a copy



Put on IPortal



Communication log of 12<sup>th</sup>
Maintenance Plan review and case
to close



Worker tell Lead/Manager



Case closure computed by Lead/Manager