**PIP WRITE-UP TEMPLATE – HEADINGS/TEXT TO BE INCLUDED WHERE APPROPRIATE IN BLACK; INFO/GUIDANCE IN RED**

CLIENT CONSENT:

Done at Gateway but check consents etc up to date and correct boxes ticked

Make sure clients give their consent to our use of special category data, and specifically the client’s health condition(s).

Make a note in the Case record:

Client provided consent for the use of their special category data.

If you have not done this, or client refuses, do not say in your notes that you have! If the client refuses, consult ASS as we cannot complete a disability benefits form without this consent.

EXPLORATION:

General background on client’s situation.

Brief description of medical conditions and their impact. eg client has depression which affects motivation to take care of himself; or, client has severe arthritis in knees and hips which means he cannot walk without pain.

Need to know which benefits client is currently receiving and for disability benefits at what level eg PIP Standard DL; ESA Support Group.

Clarify which form is being completed - is it a new claim or a review.

State the deadline. If deadline is close, may need to phone DWP to extend.

Check and record any issues relating to these points; seek ASS advice on what may be needed to further assist client where any of these apply.

RESEARCH:

Looked at Adviser Net (Ref. )/Disability Rights Handbook (page numbers)/CPAG (page numbers) and discussed with client.

Consulted with ASS (name)

Daily living:

Estimated points – (delete any that do not apply, for those that do apply give estimated points and brief reason eg needs aid/supervision/prompting etc etc)

Preparing food

Eating

Managing medications and treatments

Washing & bathing

Managing toilet needs

Dressing & undressing

Communicating verbally

Reading

Engaging with other people

Making budgeting decisions

Estimated total score of…. sufficient for…..

Confirm estimated total number of points and whether sufficient to be awarded a Daily Living component and if so, at which level.

Mobility:

Estimated points - (delete any that do not apply, for those that do apply give estimated points and brief reason)

Planning & following journeys

Moving around

Estimated total score of…. sufficient for…..

Confirm estimated total number of points and whether sufficient to be awarded a Mobility component and if so, at which level.

OPTIONS:

1. Do nothing - client will not receive PIP/will lose existing award.
2. Complete and return form within deadline - client estimated to score sufficient points to be awarded St or En DL/St or En M/unlikely to receive either (delete as appropriate)

ACTION:

Completed form; client signed. Attached medical evidence. Form and evidence scanned to casebook and hard copy given to client.

(If applicable – delete if not) Added wording on home visit and client will take letter to GP requesting evidence for this. Client will seek Bureau assistance if necessary with sending this in.

Requested copy of decision to be sent to Bureau and attached client’s signed FOA.

Client will post and obtain proof of posting/Posted from Bureau .

Client informed appointment for assessment usually in next 6-8 weeks and decision 4-6 weeks after that and will return to Bureau once decision received for advice as necessary and/or to update Bureau on outcome.

Any other action eg further appointment for another issue.

OUTCOME:

Estimated points and expected financial level of award.

Add AICs and expected outcome; funder is Watford Disability Forms

SOCIAL POLICY:

Check and record any research and campaigns issues which arise.