



# Unified Assessment

*Helping you achieve a better quality of life*



**Social Care and Health**

*This information can be made  
available in other languages and  
other formats on request.  
Please ask.*

## Unified Assessment

The Unified Assessment Process is to ensure that adults receive appropriate, effective and timely responses to meet their health and social care needs.

### What is unified assessment?

Unified Assessment means Health and Social Care professionals will work together assessing and managing your care and sharing information.

### What does unified assessment involve?

If you need an assessment, Unified Assessment will match your needs to the right type of assessment. So if your needs are simple you won't need a complicated assessment.

Your assessment may be any or all of the following:

#### Contact Assessment

A contact assessment:

- collects basic personal information,
- looks at the problems you are experiencing that led to a request for help and
- looks for appropriate solutions, including whether other professionals can help.

It also considers the needs of any unpaid carer involved in your care.

#### Overview Assessment

This will help to decide whether you need specialist help, for example a Doctor, Nurse, Social Worker or Therapist.

#### Specialist assessment

This is an assessment by one or more specialists. For example, you may need one (or more) of these if you have a sensory disability such as poor eyesight.

#### Comprehensive Assessment

This means that a variety of professionals will work together to ensure that your care plan covers all aspects of social care and health needs that you may have. Examples are housing, day care, social, medical or nursing care.

These assessments can happen in any order.

### Who can carry out your assessment?

A Doctor, Nurse, Social Worker, Therapist or any other appropriately qualified professionals can carry out your assessment.

## How am I involved?

When you make contact with a Health or Social Care professional, we will give you every opportunity to tell us what you believe your needs are. The information you give us will help you and the professional to identify the best way to meet your needs.

## What Happens Next?

Following your assessment, we will consider how your social and long term health care needs could be met.

You can find out who is eligible for health and social care and how this is worked out by asking your care coordinator for more information. How eligible needs are to be met will be described in your Care Plan.

## What is a Care Plan?

A Care Plan explains how your needs will be met - if possible in the ways you would like them to be met.

It will include what the plan sets out to do, details of your needs and any services you will get to meet your eligible needs.

## Will I have to pay?

There is no charge for your assessment or for giving you advice and information.

All health care we provide is free. You may have to pay for your social care services depending on how much service you receive and how much money you have.

## What about the person who cares for you?

Unified Assessment helps us to identify those people who play an important part in helping you live independently in the community by providing you with regular support. They could be relatives, neighbours or friends and may live near or away from you. They are often called informal or unpaid carers. They may need additional support to help you. An unpaid carer is entitled to have an assessment of his or her own needs (as a carer) at any stage of this process.

## How do you share and hold your records?

You will hold a copy of your Unified Assessment Record. This is a record of the needs you have identified and what professionals have done to respond to those needs. This record will include a copy of your Care Plan.

By allowing visiting Health and Social Care professionals and others involved in your care to see your Unified Assessment Record and by taking it to appointments, you will help all those involved in your care to communicate with each other. This will also keep it up to date.

## What if you are unhappy with your assessment?

If you are unhappy with any aspect of your assessment, the first thing you should do is speak to your care coordinator who will try and put it right.

You have the right to complain through the appropriate agency's complaint system. Ask for a leaflet from the agency concerned.

**Cardiff & Vale Unified Assessment Project**  
**c/o Vale of Glamorgan Local Health Board**  
**2 Stanwell Road, Penarth, Vale of Glamorgan.**  
**Tel: 029 2035 0663**  
**Fax: 029 2035 0601**

## Visit us online at...

**Cardiff Council**  
[www.cardiff.gov.uk](http://www.cardiff.gov.uk)

**Vale of Glamorgan Council**  
[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

**Cardiff Local Health Board**  
[www.cardiffllhb.wales.nhs.uk](http://www.cardiffllhb.wales.nhs.uk)

**Vale of Glamorgan Local Health Board**  
[www.valeofglamorganllhb.wales.nhs.uk](http://www.valeofglamorganllhb.wales.nhs.uk)

**Cardiff and Vale NHS Trust**  
[www.cardiffandvale.wales.nhs.uk](http://www.cardiffandvale.wales.nhs.uk)

We are committed to ensuring that services are accessible to all, regardless of racial and ethnic origin, gender, sexuality, disability, age, language or religious beliefs.

This leaflet is a general guide and is not a full and authoritative statement of the law. We believe that this leaflet is correct at the date published.

Changes in the law or Council policy may affect its accuracy.  
Last printed: July 2005

Photos from  
[www.JohnBirdsall.co.uk](http://www.JohnBirdsall.co.uk)



# Asesu Unedig

*Yn eich helpu i fyw'n fwy annibynnol*



**Gofal Cymdeithasol ac Iechyd**

*Mae'r daflen hon ar gael  
mewn ieithoedd eraill, a  
fformatau eraill.  
Dim ond i chi ofyn.*

## Asesiad Unedig

Pwrpas y Broses Asesu Unedig yw sicrhau ein bod yn bodloni anghenion gofal iechyd a chymdeithasol oedolion yn brydlon mewn ffordd addas ac effeithiol.

### Beth yw asesu unedig?

Proses o asesu a rheoli eich gofal a rhannu gwybodaeth drwy gydweithrediad gweithwyr Gofal Iechyd a Chymdeithasol proffesiynol yw Asesu Unedig.

### Beth mae'r broses yn ei olygu?

Os oes angen eich asesu, bydd y broses Asesu Unedig hon yn sicrhau y cewch asesiad sy'n gweddu i'ch union anghenion. Felly, os yw eich anghenion yn syml, ni fydd angen asesiad cymhleth arnoch.

Bydd eich asesiad yn un o'r rhai canlynol:

### Asesiad Cysylltu

Bydd asesiad cysylltu'n:

- casglu gwybodaeth bersonol sylfaenol,
- ystyried y problemau a achosodd i chi ofyn am gymorth yn y lle cyntaf a
- chwilio am ffordd addas o ddatrys y problemau hynny a gofyn a fo unrhyw beth y gallai gweithwyr proffesiynol eraill ei wneud i helpu.

Bydd hefyd yn ystyried anghenion unrhyw ofalwyr di-dâl sy'n helpu i ofalu amdanoch.

### Asesiad Cyffredinol

Bydd hwn yn helpu i benderfynu a fo angen help arbenigol arnoch oddi wrth Feddyg, Nyrs Arbenigol neu Therapydd, er enghraifft.

### Asesiad Arbenigol

Asesiad gan un neu ddau o arbenigwyr yw hwn.

Bydd angen cynnal un (neu ragor) o'r rhain os oes gennych anabledd sy'n gysylltiedig â nam ar y synhwyrâu megis golwg gwael, er enghraifft.

### Asesiad Cynhwysfawr

O dan y drefn hon, bydd nifer o wahanol weithwyr proffesiynol yn cydweithio er mwyn sicrhau bod eich cynllun gofal yn darparu ar gyfer eich holl anghenion gofal iechyd a chymdeithasol - er enghraifft, tai, gofal dydd, gofal meddygol neu ofal nyrsio.

Gallwn gynnal yr asesiadau hyn mewn unrhyw drefn.

### Pwy a all gynnal eich asesiad?

Gall Nyrs, Gweithiwr Cymdeithasol, Therapydd Galwedigaethol neu unrhyw weithiwr proffesiynol cymwysedig arall gynnal eich asesiad.

## Beth fydd fy nghyfraniad i?

Pan fyddwch yn cysylltu â gweithiwr Gofal Iechyd neu Gymdeithasol proffesiynol, cewch bob cyfle i ddweud wrthym am eich anghenion. Bydd y manylion a roddwch yn eich helpu chi a'r gweithiwr proffesiynol i ddod o hyd i'r ffordd orau o fodloni'r anghenion hynny.

### Beth sy nesa?

Ar ôl eich asesu, byddwn yn ystyried sut orau i fodloni eich anghenion iechyd tymor hir a'ch anghenion cymdeithasol.

Cewch ddod i wybod pwy sy'n gymwys i gael gofal iechyd a chymdeithasol a sut mae penderfynu ar hynny drwy holi eich cydgysylltydd gofal. Bydd eich Cynllun Gofal yn esbonio sut yr ydym yn bwriadu bodloni'ch anghenion gyda golwg ar eich hawliau.

### Beth yw Cynllun Gofal?

Bydd eich Cynllun Gofal yn dangos sut y byddwn yn bodloni'ch anghenion - yn y ffordd sydd orau gennych chi pa fo hynny'n bosibl.

Bydd yn cynnwys nod, manylion am eich anghenion a rhestr o wasanaethau a fydd yn cael eu cynnig er mwyn bodloni'r anghenion hynny gyda golwg ar eich hawliau.

## A fydd yn rhaid i fi dalu?

Ni fydd yn rhaid i chi dalu am gael eich asesu nac am gael cyngor na gwybodaeth.

Cewch eich holl ofal iechyd yn rhad ac am ddim. Mae'n bosibl y bydd yn rhaid i chi dalu am ofal cymdeithasol ond bydd hynny'n dibynnu ar eich sefyllfa ariannol a faint o wasanaethau sy'n cael eu cynnig i chi

### Beth am y person sy'n gofalu amdanoch?

Mae Asesu Unedig o gymorth i ni benderfynu pwy fydd yn eich helpu fwyaf i fyw'n annibynnol yn y gymuned drwy eich cefnogi'n rheolaidd. Efallai fod gennych berthnasau, cymdogion neu ffrindiau sy'n byw ymhell neu'n agos ac yn dod atoch yn gyson. Gofalwyr anffurfiol neu ddi-dâl yw'r enw arferol ar y rhain. Efallai hefyd fod angen help ychwanegol ar y rhai er mwyn iddynt barhau i ofalu amdanoch. Mae hawl i ofalwyr di-dâl ofyn i ni asesu eu hanghenion fel gofalwyr ar unrhyw adeg yn ystod y broses hon.

### Sut byddwch yn rhannu a chadw eich cofnodion?

Cewch gopi o'ch Cofnod Asesu Unedig i'w gadw. Cofnod o'r anghenion yr ydych wedi'u nodi ac ymateb y gweithwyr proffesiynol yw hwn. Bydd y cofnod hwn yn cynnwys copi o'ch Cynllun Gofal.

Gellwch helpu pawb sy'n gofalu amdanoch i gadw mewn cysylltiad drwy:

- ddangos eich cofnod i'r gweithwyr gofal iechyd a chymdeithasol a fydd yn ymweld â chi;
- fynd â'r cofnod gyda chi bob tro y byddwch yn cadw apwyntment.

Bydd hyn hefyd yn sicrhau bod eich cofnod bob amser yn gyfredol.

## Beth os ydych yn anfodlon ar eich asesiad?

Os ydych yn anfodlon ar unrhyw ran o'ch asesiad, siaradwch â chydgyssylltydd eich gofal yn gyntaf, a chewch bob cymorth i ddatrys y mater.

Mae hawl i chi gwyno drwy ddilyn trefn yr asiantaeth berthnasol ar gyfer lleisio cwyn. Gofynnwch i'r asiantaeth honno am daflen.

**Prosiect Asesu Unedig Caerdydd a'r Fro  
d/o Bwrdd Iechyd Lleol Bro Morgannwg  
2 Heol Stanwell, Penarth, Bro Morgannwg  
Ffôn 02920 350 6639  
Ffacs 02920 350601**

**Cewch hefyd ymweld â ni ar y we...**

**Cyngor Caerdydd**  
[www.caerdydd.gov.uk](http://www.caerdydd.gov.uk)

**Cyngor Bro Morgannwg**  
[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

**Bwrdd Iechyd Lleol Caerdydd**  
[www.cardiffhwb.wales.nhs.uk](http://www.cardiffhwb.wales.nhs.uk)

**Bwrdd Iechyd Lleol Bro Morgannwg**  
[www.valeofglamorganlhb.wales.nhs.uk](http://www.valeofglamorganlhb.wales.nhs.uk)

**Ymddiriedolaeth G.I.G. Caerdydd a Bro Morgannwg**  
[www.cardiffandvale.wales.nhs.uk](http://www.cardiffandvale.wales.nhs.uk)

Canllaw cyffredinol yw'r daflen hon ac nid yw'n ddatganiad llawn ac awdurdodol o'r gyfraith. Credwn fod y daflen hon yn gywir ar ddyddiad ei chyhoeddi. Gall newidiadau yn y gyfraith neu ym mholisi'r Cyngor effeithio ar ei chywirdeb.

Rydym yn ymrwymedig i sicrhau bod y gwasanaethau hyn ar gael i bawb, ar waethaf cefndir hiliol neu ethnig, rhyw, rhywioldeb, anabledd, oedran, iaith neu gredoau crefyddol.  
Cyhoeddwyd: Gorffennaf 2005

Mae'r Ffotograffau gan  
[www.JohnBirdsall.co.uk](http://www.JohnBirdsall.co.uk)