

Template for Write-Up and Documentation



CASE NOTES

CASE NOTE TEMPLATE

Child's Name					
Date of Birth		Age (months)		Gender	M / F
				Date	

WellComm Score Sheet

Total Score (0-10)	
What the child understands (0-5)	
What the child uses (0-5)	
Code (Green, Amber, Red) Please refer to score guide	
Enter the section on which the child scored 'Green'	

Additional Comments

Speech Sounds

Attention and Listening

Dysfluency / Stammering

Voice Difficulties

CASE NOTES FROM THE CONVERSATION AND OBSERVATION

What the parent described

Describe what you learned by talking to the parent about SLCN, and mention parent concerns if they raised them.

Family activities at home

*Describe the activities the family does at home
(time for conversations, play activities, shared reading/story telling/singing)*

Languages at home

Mention which languages the child hears / uses at home

Childcare

Child attending an early years provision? Plans for child to do so?

Family / Social Context

Describe
-the physical resources available to the family and access to places for playing and chatting
-the family's support network
-other aspects of the family context that are important to consider

Child interactions and engagement during the WellComm

Describe the interactions you observed on the day, and how the child engaged in the WellComm

CASE NOTES FROM THE CONVERSATION AND OBSERVATION

Conclusions

Describe your decisions on the level of support need

Follow-Up Actions

Describe the follow-up actions you agreed on with the parent / type of support offer



Next: Documentation

TEMPLATE FOR DOCUMENTATION

BACKGROUND AND ASSESSMENT INFORMATION

Child Name			Child gender	
Carar/Guardian present	Mother / Father / Other: Who			
Home address			Child DOB	
Carar/Guardian present	Mother / Father / Other: Who			
Place of assessment			Assessment date	
Practitioner name/ID				
Child language background	EAL	yes / no	Child age (months)	
Languages child hears				
Languages child speaks			NHS Nr	

WellComm Scores

Enter the section (1-9) on which the child scored 'green':

Score

Total Score:

Total score on items 1-5 (What the child understands):

Total score 6-10 (What the child uses):

Code*:

**at the level expected for their age (Green), slightly below the level expected for their age (Amber), significantly below the level expected for their age (Red)*

Parent reported concerns about their child's SLC development

	Yes / No	Notes
Parent concerns about the child's SLC		
Parent described behaviour that indicates ...		
... possible difficulties with expressing and speaking		
... possible difficulties with understanding language		
... possible speech difficulties		
Other Notes		

Practitioner insights into the need for targeted communication and language support

based on the conversation and observation

	Yes / No	Notes
Family identified for targeted communication and language support		
--to strengthen/embed SLC support at home		
-- to strengthen physical opportunities to support SLC development		
-- to strengthen social opportunities to support SLC development		

Type of support offered

	Yes/No	Type
Signposting to helpful resources		
Signposting to universal stay and play sessions		
Offer of individual advice		
Offer of targeted group sessions		
Offer to see the Better Communications Team		

Agreed follow-up actions

	Yes/No	Notes
Booking the family into a play and stay session		
Booking a time for and individual follow-up conversation with the family		
Adding the family to a waiting list for targeted sessions		
Contacting the Better Communications Team		