CARE FACILITY VISIT FOLLOW-UP

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Describe one directly observed fact or clearly attributed question.

STEP 2 Record the person following up and the next review date.

STEP 3 Keep a staff response distinct from your own observation and confirm agreed actions.

STEP 4 Which fact or document still needs checking?

CARE FACILITY VISIT FOLLOW-UP

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	VISIT OBSERVATION OR QUESTION	PERSON RESPONSIBLE	REVIEW PROGRESS	OBSERVED FACT, STAFF REPLY AND NEXT CHECK

Outstanding question or record to confirm

CARE FACILITY VISIT FOLLOW-UP

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Describe one directly observed fact or clearly attributed question.

Concrete next action	Owner / due

ACTION 2 Record the person following up and the next review date.

Concrete next action	Owner / due

ACTION 3 Keep a staff response distinct from your own observation and confirm agreed actions.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This desk does not monitor care or determine a standard-of-care breach. Address urgent health or safety concerns directly through the appropriate services.

- [ ] Source checked
- [ ] Next action assigned