

# evidence sheet for requirement 1a

QiB No: Q\_\_\_\_\_

**“clients have equality of access to all aspects of the service”**

**please circle the indicators for which you have included evidence:**

**NB:** As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QiB Award. If you want to be assessed for QiB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*	* please select yes / no
indicator ii)	Good Practice	optional	<input type="radio"/> *	
indicator iii)	Good Practice	optional	<input type="radio"/> *	

**what evidence have you included in your evidence folder for this requirement?**

**NB:** Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed
example: i)	Equal Opportunities Policy	1	01 /04/ 2010



# evidence sheet for requirement 1b

QIB No: Q\_\_\_\_\_

**“there is a comprehensive and documented referral / application process in place”**

**please circle the indicators for which you have included evidence:**

**NB:** As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QIB Award. If you want to be assessed for QIB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator ii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iv)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator v)	Good Practice	optional	<input type="radio"/> *
indicator vi)	Good Practice	optional	<input type="radio"/> *

\* please select yes / no

**what evidence have you included in your evidence folder for this requirement?**

**NB:** Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed



# evidence sheet for requirement 1c

QIB No: Q\_\_\_\_\_

**“referrals and/or applications are carefully managed in a fair and transparent manner”**

**please circle the indicators for which you have included evidence:**

**NB:** As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QIB Award. If you want to be assessed for QIB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*	* please select yes / no
indicator ii)	Good Practice	optional	<input type="radio"/> yes / <input type="radio"/> no*	

**what evidence have you included in your evidence folder for this requirement?**

**NB:** Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed



# evidence sheet for requirement 1d

QiB No: Q\_\_\_\_\_

**“there is a comprehensive assessment process for new clients which is used to establish baseline information”**

**please circle the indicators for which you have included evidence:**

**NB:** As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QiB Award. If you want to be assessed for QiB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator ii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*

**what evidence have you included in your evidence folder for this requirement?**

**NB:** Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed



# evidence sheet for requirement 1e

QIB No: Q\_\_\_\_\_

**“staff maintain good communication with the client, their parents / guardian, and the referrer”**

**please circle the indicators for which you have included evidence:**

**NB:** As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QIB Award. If you want to be assessed for QIB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator ii)	Safe & Competent Practice	essential	<input type="radio"/> yes / <input type="radio"/> no*
indicator iii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iv)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator v)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*

\* please select yes / not applicable

**what evidence have you included in your evidence folder for this requirement?**

**NB:** Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed

