**To:** (Registered Manager)

**CC:** Contracts Performance & Quality Manager, Dementia Academy

**Subject:** Observation Report – (Name (Initials) of service user) (Name of care home)

**Attachment:** Observation report

**Importance:** High (Read/ delivery receipt)

**(If appropriate) Sent on behalf of (mapper/name), Dementia Care Mapper**

Private & Confidential  - FAO ##### ###### (Registered Manager)

Good morning/ afternoon,

Following the visit to (Name of care home) on day /date /month /, year, please find attached copy of the completed Observation report for (Name of service user).

Further to our recent telephone conversation, I confirm that the/ our Dementia Care Mapper/s**,** ###### ####### & ##### ####### will attend at your premises as arranged on day /date /month /, year, at ##.## am/ pm to discuss the findings of the report and proposed Action Plan with you.

(It is helpful if you could read the report prior to the meeting.)

*(Please note: some features in the report are not supported by earlier versions of word. These features may be lost or degraded when you open/ save the document.)*

Please don’t hesitate to contact the team should you wish to change this appointment or require any further information regarding the content of the report, prior to the DCM(s) visit.

A copy of the report has been sent to the referrer /referring Social Worker, ##### ######.

Kind regards

*##### #######*

**##### #######**

Dementia Care Mapper

**Contract Performance & Quality Team**

**Dementia Mapping Service**

Adult Social Care

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*‘A Life not a Service’*

