



CHANGES AND CONTINUITY

Support handover planner

Prepare the practical questions before an arrangement changes. Keep the person and essential supports in view.

- ☐ What is changing, what stays in place and what is the reason for the transition?
- ☐ Which current supports need to continue without an unexpected gap?
- ☐ What notice or cancellation terms apply to the existing arrangement?
- ☐ Who agrees to the handover, and what information is relevant to share?
- ☐ How will the next provider confirm capacity, start date and communication?
- ☐ Who will check that the new arrangement is working, and when?

My priorities or questions

Personal preparation tool. Not a contract, assessment or funding recommendation.

Keep your notes private. Agree how to share any sensitive information.



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Agree the next actions

Keep names and personal details on your own copy. Agree a suitable way to share information.

Action to settle	Who	When	Done?
Keep essential support running			
Agree the end / notice dates			
Confirm the next arrangement			
Agree consent and sharing			
Update practical arrangements			
Set the first check-in			

Next conversation / agreed follow-up

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