Who to send it to

A professional involved in the person's care, who will complete the Checklist: the GP surgery, the district nurse, the hospital ward or discharge team, or the council social worker. Send a copy to the Continuing Healthcare team at the integrated care board for the area (you can find your ICB on the NHS website).

The letter

Replace everything in [square brackets], keep a copy, and note the date you sent it.

[Your name]
[Your address]
[Your phone number]
[Your email address]

[Date]

[Name of GP, nurse, ward manager or social worker]
[GP surgery, hospital ward or council team]
[Address or email address]

Copy to: NHS Continuing Healthcare team, [name of integrated care board]

Dear [name, or Sir or Madam],

Request for an NHS Continuing Healthcare Checklist: [full name], date of birth [date of birth], NHS number [NHS number, if known], [address]

I am writing to ask for an NHS Continuing Healthcare Checklist to be completed for [name]. [I am [his/her] [relationship]. [Name] consents to me being involved and to information being shared with me, and a signed consent form is enclosed. / I hold a registered Lasting Power of Attorney for [his/her] health and welfare, and a copy is enclosed.]

[Name]'s health needs have increased significantly. In particular:

- [Breathing: for example, repeated chest infections and breathlessness at rest]
- [Nutrition: for example, choking episodes; needs a thickened, pureed diet and close supervision]
- [Skin: for example, a pressure ulcer on (his/her) heel; needs repositioning every two hours]
- [Behaviour: for example, distressed and resists personal care several times a day]
- [Medication: for example, pain that is hard to control; medicines need careful monitoring]

- [Other: for example, falls, seizures, double incontinence, cannot communicate needs]

These needs are being kept under control only because of [skilled care from (care provider) / constant care from the family], and I understand that well-managed needs still count.

Please:

1. complete the Checklist and send it to the ICB;
2. give us reasonable notice so that [name] and I can take part;
3. send me a copy of the completed Checklist, with the outcome and the reasons; and
4. if you think a Checklist is not needed, explain why in writing.

Thank you. I would be grateful for a reply within 10 working days.

Yours [sincerely / faithfully],

[Your signature]
[Your name]
[Your relationship to the person]

Tips

- Read the 11 Checklist domains before the meeting and write down a real, recent example for each one. Our self-check uses the same domains in plain English.
- A full assessment follows if two or more domains score A; five or more score B; one scores A and four score B; or any one of the four priority domains (breathing, behaviour, drug therapies and medication, altered states of consciousness) scores A.
- If the person was found not eligible before, say clearly what has changed since. The guidance says screening is not needed when there has been no change in needs.
- If the Checklist is negative, you can ask the ICB to reconsider, adding anything that was missed.
- If the person is deteriorating quickly and may be entering a terminal phase, ask for the Fast Track Pathway Tool instead of a Checklist; it is completed by a doctor or registered nurse responsible for their care.
- Free, independent advice on NHS Continuing Healthcare is available from Beacon on 0345 548 0300.

The law behind it

Regulation 21(2) of the National Health Service Commissioning Board and Clinical Commissioning Groups (Responsibilities and Standing Rules) Regulations 2012: the integrated care board (ICB) must take reasonable steps to make sure an assessment of eligibility for NHS Continuing Healthcare is carried out whenever it appears there may be a need for it. Regulation 21(4): if the Checklist is used for screening, the person (or someone acting for them) must be told the decision in writing. Regulation 21(12): the ICB must have regard to the National Framework for NHS Continuing Healthcare and NHS-funded Nursing Care (July 2022, revised 2023). The Checklist and its guidance (Department of Health and Social Care, updated 20 October 2026) say the person and their representative should get reasonable notice and the chance to take part, the outcome and reasons should be given in writing (normally a copy of the Checklist), and needs that are well managed still count.

Read more in our guide: NHS Continuing Healthcare: a guide for families.

Other letters

- Asking the council for a care needs assessment
- Asking the council for a carer's assessment
- Asking for the written financial assessment and a disability-related expenditure review
- Asking for a review or reassessment of care and support
- Asking the ICB to review a Continuing Healthcare decision (local resolution)