

KENT SHARED LIVES

Policies & Procedures

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(28) Referral to Shared Lives

It is the policy of Kent Shared Lives to ensure that people considering a Shared Lives placement will receive comprehensive information about Shared Lives and about the range of placements available.

Shared Lives will accept referrals through County Council social care teams or health only on the basis of a full assessment of the person referred.

Shared Lives accepts responsibility for ensuring as far as is possible that the assessment of need has been carried out by someone with the necessary skills and experience. Shared Lives will in all cases ensure that the assessment has been carried out with the involvement of the person referred, with support from an advocate or other person with the best interests of the person at heart.

Referral Procedure

Referral through Health and Social Care Teams

1. Kent Shared Lives has clear criteria for people who can be placed through Shared Lives. These are included in the Statement of Purpose and all referrals must be either through Social care teams, via a member of the integrated team for people with learning disability or the promoting independence team for older people.
2. Shared Lives will ensure that referring agencies have a copy of the referral guide that includes criteria for people accepted by Shared Lives together with a route for referral.
3. Shared Lives will, in response to an enquiry from a health or social care professional, clarify that the person being considered for referral meets Shared Lives referral criteria and will then send them:
 - A copy of the service guide in a format accessible to the person being considered for a Shared Lives placement. This can be used as a tool for discussion and will help to ensure that the person has the information that they need to decide whether a Shared Lives placement is for them.
 - The Shared Lives referral form.
 - Costing model document – to assist to establish the fee the referrer will need to pay.
 - The referral guide, which includes the requirement of an assessment and care and support plan to be provided as part of the referral.
 - If the individual is on KCC's Mosaic system, the referral will be required to be submitted via this route.
4. The Shared Lives worker will if necessary, spend time with both the referring agent and the person considering referral to answer questions about Shared Lives placements and about the way in which Shared Lives operates.

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5. On receipt of the completed referrals form, Shared Lives will:
 - Review the needs assessment, if necessary, going back to the referring agent for clarification or for further information.
 - Meet with the person referred to look with them at their requirements and aspirations for the proposed placement. Shared Lives will also encourage the person to ask questions about Shared Lives placements and about Shared Lives and will if necessary give them another copy of the service guide in a format accessible to them.
6. The Shared Lives worker will use the information in the needs assessment, as the basis for matching the person with Shared Lives hosts with the skills and knowledge to meet those needs, requirements and aspirations.

Self-Referral

7. Shared Lives will, in response to an enquiry from an individual interested in being considered for a Shared Lives placement:
 - Explain the criteria for people accepted for placement by the Shared Lives
 - Advise them to contact the relevant social care team to request an assessment.
 - Advise they would require a social or health care funding team to refer into the service.