

KENT SHARED LIVES

Policies & Procedures

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(1) Needs assessment

It is the policy of Kent Shared Lives to ensure that, prior to all new placements, the individual has a current comprehensive assessment of their health and welfare needs which has been undertaken by a competent person with the individual's active participation where possible and/or that of their independent advocate. This task will usually be the responsibility of the case officer/social worker/community psychiatric nurse, and if referred directly to Shared Lives without case management involvement, the case will not be accepted. The needs assessment will include basic information about the individual, their present circumstances, their aspirations and both their strengths and support needs in identified areas. It will also include a risk assessment, should this be required.

Shared Lives will ensure that the needs assessment will, for all eligible individuals, have been carried out according to the Care Act 2014 (Sections 9-13). This is as supported by the following:

- The care and support (assessment) regulations 2014
- The care and support (eligibility criteria) regulations 2014
- The care and support statutory guidance – October 2014

For people who are self-funding or whose funding is accessed other than through statutory authority commissioning, Shared Lives has the responsibility for ensuring that a needs assessment is carried out in accordance with the relevant guidance above.

The needs assessment will form the basis of the person's case management care and support plan. The care and support plan is as directed under section 25 of the Care Act 2014. The plan will identify both how the proposed Shared Lives placement is intended to benefit the individual, and what additional support and/or services will need to be made available to the person.

Information from the needs assessment and the care and support plan will be used by Shared Lives to assist in the matching process ensuring that Shared Lives hosts have the motivation, skills and abilities to meet the needs, requirements and aspirations of the person that they are asked to support, ensuring the individuals wellbeing is met within the placement.

Procedure

1. New referrals for individuals to Shared Lives made through health or social services will only be accepted by Shared Lives if an appropriate current needs assessment has been undertaken and a care and support plan/ developed with, as far as possible, the full participation of the prospective individual and/or their independent advocate. The care and support plan should outline the benefits for the person of a Shared Lives placement and the intended objectives of the placement. Shared Lives will require a copy of the needs assessment or (if not appropriate) a

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summary of it and a copy of the care and support plan prior to accepting a referral

2. Case Management will be responsible for ensuring that an appropriate comprehensive needs assessment and care and support plan is undertaken by a competent person for any individual requesting a Shared Lives placement who meets the social care eligibility criteria if that individual is to be self-funding. The needs assessment will be undertaken with the full participation of the prospective individual where possible and/or their independent advocate.
3. The needs assessment should cover the following areas:
 - Accommodation and personal support
 - Meaningful education, training and/or occupation
 - Family/social contact
 - Adequate income
 - Assessment and management of risk
 - Cultural and faith needs
 - Physical and mental health care
 - Specific condition-related needs and specialist input
 - Provision of disability equipment, including arrangements for payment and supply
 - Treatment/rehabilitation programme
 - Method of communication
 - Any potential restrictions on choice, freedom or facilities – based on specialist needs and risk and/or required by a treatment programme – likely to become part of a prospective adult's individual plan.
4. Shared Lives will share the information from the person's needs assessment and care and support plan with prospective Shared Lives hosts, with the permission of the person and as part of the matching process.
5. In accordance with the policy on matching, Shared Lives will establish that the matched Shared Lives host(s) already has, or is able to gain, the knowledge and skills necessary to meet the assessed needs of the individual that they are asked to support.
6. Shared Lives will ensure that the person to be placed and the Shared Lives host(s) who is to support the person both have a copy of the person's current needs assessment (or summary of it) and the care and support plan at the start of the placement.
7. In accordance with the policy on development of the individuals plan, Shared Lives will ensure that the individuals care and support plan is based upon the current needs and maintains their wellbeing.