(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 social services 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. Where the person referred is self funding or does not receive funding from statutory sources, Shared Lives will carry out its own needs assessment in accordance with the procedure set out in the Shared Lives needs assessment policy and procedure. 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 Services
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 care management, 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 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 services 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. The referral form will include a requirement for a full needs assessment. The referral form will clarify Shared Lives expectations of the needs assessment and in particular the involvement of the person referred in the assessment. The referring agent can provide own assessment as long as it meets Shared Lives requirements.

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.
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. Shared Lives will reserve the right to require another needs assessment by a more suitably experienced individual if it has serious concerns about its quality or the way in which the assessment has been carried out.
- 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, together with their own assessment of the requirements and aspirations of the person referred, 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
- Send the person a copy of Shared Lives Statement of Purpose and service guide in a format accessible to the person
- Offer to meet the person to explain more about Shared Lives, Shared Lives placements and the route for referral.
- If the person meets the Shared Lives referral criteria and is interested in being considered for a Shared Lives placement, the Shared Lives manager will allocate a suitably qualified and experienced Shared Lives worker who will:
  - Meet with the person, together with anyone providing them with support, to answer questions about Shared Lives placements and about the way in which Shared Lives works;
  - Discuss with the person their requirements and aspirations for the proposed placement
  - Support the person and/or their representative to complete a Shared Lives referral form
  - The Shared Lives worker will carry out a full needs assessment which will be in accordance with 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
    - The Shared Lives worker will use the information in the needs assessment, together with the assessment of the requirements and
aspirations of the person referred, as the basis for matching the person with Shared Lives hosts with the skills and knowledge to meet those needs, requirements and aspirations.

- A self-assessment tool is being developed by Kent County Council with an anticipated implementation date of October 2015. This will enable both a needs assessment and a financial assessment to be completed by the service user/representative.