

# An Introduction to Shared Lives Short Breaks Service



# What are Short Breaks?

- ▶ A supportive and enjoyable stay within a family environment with one of our Shared Lives (SL) carers that gives the family/main carer a break (respite) from their caring role
- ▶ A flexible service that is person-centred and gives choices to the individual
- ▶ A small-scale, community-based service that can respond to the needs of the individual and their family/main carer



# What do our Short Break carers offer?

- ▶ Different lengths of stay depending on what is needed eg 1 day a week, 1 weekend a month or an annual break
- ▶ The chance for the person to get fully involved in the carer's day-to-day family life and activities
- ▶ The chance for the person to pursue/develop their own hobbies or interests
- ▶ The chance for the person to learn and develop their own life skills eg cooking, budgeting, meeting new people, to achieve greater independence



# How do we chose our carers?

## *Experience and qualifications*

- ▶ All of our carers have some relevant experience and knowledge in a caring role either personally or professionally or both
- ▶ This could include experience of supporting people with a learning disability, mental health issues, autism, dementia and/or more complex physical health needs
- ▶ Each carer goes through an intensive 4-6 month assessment to decide if they have the necessary skills, knowledge and values to become an approved carer



# Safety

## How do make sure everyone is safe?

- All carers are subjected to a enhanced DBS - this covers both the carer and the address, this is redone every 3 years or at a change of address.
- References - personal , professional and health references are requested.
- Assessments are completed with the carers and their worker. This is an in-depth look at their values, skills and experience.



# Safety 2

Suitability of premises- this includes confirmation of financial stability, ownership of property and living arrangements, including:



Gas safety checks

Fire safety

Driving licence and insurances

- Panel interviews - a panel of experienced and appropriate people scrutinise the checks and assessment completed by the worker and meet the carers for a short interview to ensure the carer is a fit and proper person to be carrying out regulated activities.
- The scheme is regulated and inspected by CQC

# CQC - Care quality Commission - What is that?

- A legal body that inspects and regulates health and social care services in England
- The scheme is regulated and inspected by CQC to ensure that it is,  
**Safe, Effective, Caring, Responsive and Well led**
- Inspections check to ensure we the scheme are:

Monitoring all placements

Inspecting the carers and their homes

Ensuring carers receive mandatory training

Matching individuals with the right carers

Measuring identified outcomes are met for each individual.



# Other considerations

- ▶ The carer will need to take part in a range of training before starting work (eg safeguarding and medication) and will be required to have regular training updates
- ▶ The carer must consider how any short break person would “fit” within their current household and way of life
- ▶ The carer will have their own named Shared Lives worker who will have regular contact with them, provide support and review how the breaks are working
- ▶ Public liability insurance must be in place.





# Requesting a Short Break - *Process*

- 1) A request is received by Shared Lives from person/main carer, agency or another
- 2) A recent assessment or support plan plus any risk information for the person is included
- 3) Funding for the service is agreed in principle (local authority/self-funding)
- 4) Transport requirements are agreed - is the carer required to pick up/drop off person before/after each break?
- 5) A start date for the service is discussed - how urgent?

*The Matching Process begins*

# The Matching Process

*What is this?*

The process whereby we identify suitable carers with the relevant skills and experience who have similar interests and lifestyles to the person requesting the short break service.



# What information is needed to match a person with one of our carers?

What are the person's specific support needs? (Eg autism, epilepsy)

Where would they like to have their breaks? (Eg by the sea, in the countryside, in a town/city)

Do they require a male/female carer for any reason?

Do they like animals?

Do they want a busy, lively household or do they prefer a quieter environment?

Do they want to learn some new skills or are they looking for a "holiday" experience?

Can they share the house with other family members/younger children/service-users or do they prefer/require 1:1 support?

Do they need accessible accommodation eg no/few steps, walk-in shower?

# The Matching Process - stage 1

- ▶ Shared Lives worker liaises with family/social worker to identify potential “match” for person (could be more than one carer)
- ▶ Sometimes the person has already seen potential carer(s) on our website  
<https://www.sharedlives.org.uk>
- ▶ Referral information is then sent to carer to consider
- ▶ If carer is interested and feels they have the necessary skills, Shared Lives worker will arrange for everyone to meet up for a “Cup of tea visit”.



# The Matching Process- stage 2

## *Cup of tea visit -what is this?*

- ▶ An informal meeting at the SL carer's home which involves the person having the break, the main carer and sometimes a professional eg social worker. A cup of tea is provided!
- ▶ A chance for everyone to get to know each other better, ask questions and look around the house/see the room and make sure it is suitable
- ▶ A chance for SL worker to get a better idea of the person's specific support needs in order to determine cost of service



# What happens next ?

- ▶ SL worker follows up by telephone with SL carer and main carer to hear their views
- ▶ If everyone is happy to proceed, a “trial” stay is arranged (usually a day, part of a day or overnight)
- ▶ Banding level and cost is set by SL worker using banding criteria to decide how complex the person’s needs are and the level of care and support required
- ▶ If either party does not feel the match is suitable, alternative carers are explored



# Short Break Paperwork

*Before any break takes place, the following paperwork must be completed:*

- ▶ **Key Information Sheet** sent to main carer to complete in advance of trial stay & forwarded to SL carer (see handout)
- ▶ **Confirmation of Funding (COF)** letter sent to whoever is paying for service showing cost of service including any travel
- ▶ **Short Break Plan** completed by SL carer with person having the break to agree any outcomes for the breaks

# Follow-up to first break

- ▶ The Shared Lives worker telephones SL carer and person who had break and the main carer for feedback. What went well/worked and what didn't?
- ▶ The Shared Lives worker aims to solve any issues raised by either the SL carer or the person using the service/their main carer
- ▶ If everyone is satisfied, further breaks can be booked





# Monitoring

- ▶ **SHORT BREAK REVIEW** This is completed once a year by main carer (by email/post) to ensure short break plan is still relevant and agreed outcomes are being met
- ▶ The review also ensures that breaks are still running smoothly and any concerns are dealt with by SL worker
- ▶ **CARER REVIEW** The SL carer will be formally reviewed once a year as part of SL/CQC monitoring requirements in addition to receiving ongoing telephone support from Shared Lives