

Step by step of the process

AT SHARED LIVES SOUTH WEST

STEP 01

Referral

SLSW can provide some initial estimates of the cost of the service at the referral stage. At referral, all financial information should be included so that SLSW can do an initial check about the financial viability of the service

- Will the person using the service be able to meet the £181.00 rent and household costs?
- Does the person have any capital that would make them a self-funder?
- Is their RAS/individual budget sufficient to meet the cost of the service?

STEP 02

Matching & Introductory Visits

The arrangement of the service will include a thorough matching and introductory process which may include the delivery of day and overnight short breaks to ensure that the service can safely and appropriately be delivered, that the needs and aspirations of the person using the service have been fully explored and all parties are in agreement.

Introductory stays are part of the essential processes of Shared Lives and will be charged Short Breaks.

STEP 03

Agree the service to be delivered

If a suitable vacancy has been identified and there has been a successful introductory process, the care manager will agree with SLSW and the person using SLSW services, which elements of their eligible needs are to be delivered by SLSW through the provision of a long term Shared Lives service. They will also agree what the desired outcomes are for the service.

The band level for the service will be agreed between SLSW and the carer manager/worker using the band level descriptors. The SLSW Carer will be given final approval of the arrangements and the fees before a service is agreed.

STEP 04

Setting up the service

The cost of the service and any related introductory visits will need to be agreed by a funding panel within the local authority/trust. Once funding has been agreed a SLSW Confirmation of Funding form must be signed by the budget holder/care manager and returned to SLSW

The Confirmation of Funding forms confirms all the financial arrangements for the individual Shared Lives service. No service can commence until the Confirmation of Funding form has been signed, returned and received by SLSW

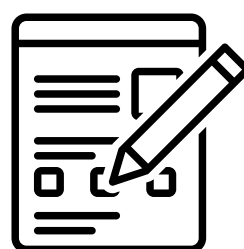
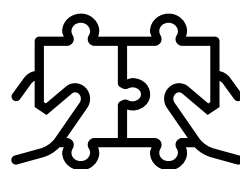
The local authority/trust will issue any relevant documentation and information (including a My Plan and risk assessment) to SLSW

STEP 05

Charging Assessment by SLSW

As part of our contracted service, SLSW will support people using our services to claim all available welfare benefits to maximise their income. SLSW will apply any current charging policy.

For long-term services SLSW will usually collect payments from the person using the service directly and invoice net.



Learn more at: www.sharedlivesSW.org.uk