

## Harrow Shared Lives Scheme Policy & Procedure No. 2

### Assessment of Needs

It is important that we know what your physical, social, emotional and cultural needs are, and your hopes and wishes too, so that we can meet them in the Harrow Shared Lives Scheme.

#### How would this happen?

Before making a Shared Lives (SL) arrangement, we will always ask for a written assessment of your needs and aspirations. This can be a self-assessment if your local authority has agreed a process for this. Your Care Manager or other appropriate professional will have discussed this with you before and it will cover things like:

- your accommodation and personal support
- your community, family and social contacts
- your education, training, and/or occupation
- your leisure activities
- your cultural and faith needs
- your physical and mental health care
- any special equipment or treatment or rehabilitation you require
- how you communicate
- having adequate money
- whether there are particular risks in your day-to-day life, and how these can be managed
- what changes or wishes you have for the future.

If you do not already have an up-to-date assessment of your needs, then we will ask a suitably qualified person to discuss these areas with you and/or your representative, and then to let us know about the needs you have agreed together.

We will use this information to find Shared Lives Carers who may be able to meet your needs. If we find Carers who are suitable for you, we will share this information with them so that they can also think about providing a service for you, and whether they will be able to meet your

needs. Your Shared Lives Worker will give you information about the Carer too, so you can also think about whether that arrangement would be right for you. This process is called matching.

If the arrangement goes ahead (after all the necessary introductions, visits, etc) the Carer will be given a copy of your Service User Plan, to keep for as long as the arrangement continues. Another copy will be kept at the office and we will also make sure that you have been given a copy too.

Your assessment of needs will be the starting point for planning the details of your Shared Lives arrangement. The plan will be agreed between you and/or your representative, the SL Carer and the SL Worker and is called a Service User Plan.

The plan and the arrangement will be reviewed regularly (at least once every year), which means that if your needs or wishes change over time the plan and/or the arrangement can be changed too.

**See these other policies and procedures and documents for further information on:**

- Referrals
- Matching
- Introductory visits
- Record keeping
- Service User Plan
- Individual planning, monitoring and review
- Making choices and decisions
- Joint working and information sharing