

Harrow Shared Lives Scheme Policy & Procedure No. 5

Emergency Shared Lives Arrangements

In order to be sure that any Shared Lives (SL) arrangement will meet your needs and wishes, the Harrow Shared Lives Scheme follows its procedures for referrals, matching and Introductions whenever possible. However, we understand that traumatic events can occur in a person's life which means an arrangement may have to be made with minimal matching and without opportunity for you to 'test drive' the arrangement. In these circumstances we must still make sure that you and your SL Carer and their family will be safe, that your needs will be met as effectively and quickly as possible and that the needs of the SL Carer and their family have also been considered.

How would this happen?

An emergency situation is not the same as an urgent one. It is sometimes possible to set up an arrangement urgently (i.e. in a short time) while still following our usual procedures for referrals, matching and introductions. We will always try to work with you and your family, your Care Manager/other appropriate professional and the SL Carer to follow these procedures wherever possible. Emergency arrangements are considered only as a last resource.

In an emergency situation, this is what will happen:

1. We will ask you, your family and your Care Manager/other appropriate professional for enough information about you so that the SL Carer can support you effectively during this difficult time. This will include information about any risks that could exist for you or for the SL Carer or others in their household and how the risks can be managed. We will pass this information on to the SL Carer before the arrangement starts.
2. We will ask the SL Carer to introduce you to everyone in their household and to give you all the immediate information you need about the facilities and support available, including whether there are any house rules. We will make sure you

- have all the other useful information (such as the Service Guide) within 1 working day.
3. We will obtain full written information about your needs and a copy will be given to your SL Carer within 1 working day.
 4. A planning meeting will be held within 5 working days of the arrangement starting. This will include you and/or your representative, your SL Carer, your SL Worker and your Care Manager/other appropriate professional. This meeting will decide whether the arrangement should continue, for how long and whether any additional services are required. On the other hand, if the meeting decides that the arrangement should not continue, a plan will be agreed for making alternative arrangements.
 5. A SL Agreement and Service User Plan will be completed within 5 working days and everyone will be given copies of these.
 6. The arrangement will be reviewed at least every 4 weeks (or more often if required) for as long as the emergency arrangement continues.

When an arrangement has been set up in an emergency situation this does not necessarily mean that it can, or should, continue indefinitely. It will usually only continue for an agreed period of time, which will be written in the SL Agreement.

The arrangement will only continue for longer than this agreed period if everyone is certain it can meet your needs and if you would like it to. In this case, the arrangement changes from being an emergency one to being a planned one and this change will be recorded in the review of the SL Agreement.

If at any time it becomes clear that the emergency arrangement cannot meet your needs or the needs of the SL Carer and their family or you do not wish it to continue after all, your Care Manager/other appropriate professional will work with you to find an alternative. This may include looking for a more suitable Shared Lives arrangement if you wish.

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

- Referrals
- Assessment of needs
- Matching
- Introductions
- SL Agreement
- Service User Plan
- Individual planning, monitoring and review
- Ending a Shared Lives arrangement
- Making choices and decisions
- Service Guide