

## Harrow Shared Lives Scheme Policy & Procedure No. 6

### Shared Lives Agreements

The Harrow Shared Lives Scheme recognises how important it is to have a written agreement, which clearly defines the service that will be provided to meet your needs. This agreement (known as a Shared Lives Agreement) sets out the terms and conditions for receiving the service and arrangements for changing or ending it.

As Shared Lives arrangement includes both care and accommodation you will also have a tenancy agreement in place (Licence Agreement) which outlines all of the charges including contribution and rent.

#### How would this happen?

Before beginning a Shared Lives (SL) arrangement you will be given information about the terms and conditions for receiving this service. This will include information about:

- the specific type of service being provided (e.g. long term home / short breaks / intermediate care / day time support / etc)
- the fees you will have to pay
- the overall support and services (including food) which are covered by the fee
- who will pay the fees -- this could be
  - from your own money
  - using a personal budget
  - your Local or Health Authority
  - the Supporting People Team
  - another person or organisation or
  - a combination
- any additional facilities or services which have to be paid for in addition to the fees
- the room you will occupy
- the rights and responsibilities that you, the SL Carer, the SL Scheme and your Care Manager/Social Worker all have for making the arrangement work well
- your Service User Plan

- how your needs will be reviewed and the Service User Plan updated
- any other services you receive (if not already described in the Service User Plan)
- the period of notice to be given for ending the service
- how often the SL Agreement will be reviewed.
- Respite break cancellation policy

The information will be in a format that you can easily understand. If these terms and conditions are acceptable to you, you or your representative will be asked to sign the Agreement. The SL Carer and your SL Worker and Care Manager/Social Worker will sign as well and you and/or your representative will be given a copy.

If you have started your Shared Lives arrangement in an emergency, you will be given all the information you need as soon as possible and the SL Agreement will be completed within 5 working days.

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

- Assessment of Needs
- Service User Plan
- Individual planning, monitoring and review
- Emergency Shared Lives arrangements
- Making choices and decisions
- Ending a Shared Lives arrangement
- Service Guide