

Harrow Shared Lives Scheme Policy & Procedure No. 7

Individual Planning, Monitoring and Review

The Harrow Shared Lives Scheme aims to deliver the support you require in a way that is personalised and fair, and meets your current and changing needs and wishes safely and effectively.

How would this happen?

Before beginning a Shared Lives (SL) arrangement, your SL Worker will meet with you and/or your representative to agree the way in which your needs and wishes will be met in the arrangement. The decisions you reach together will be written down as a Service User Plan. The plan will be discussed with your SL Carer(s) and a copy given to them so that they know how best to support you.

The Service User Plan will aim to maximise your independence. It will be based on information from the assessment of your needs and wishes, and will include information and decisions about:

- what you prefer to be called
- any communication needs and how these will be met
- whether you require support in speaking up for yourself or making decisions and, if so, how this will be provided
- the people who are important to you and arrangements for staying in touch with them
- your social, cultural and spiritual needs and how these can be met
- any specialist equipment you need and how this will be provided
- what food and drink you prefer and any special dietary needs
- your activities and leisure interests
- your personal care and health needs, including arrangements for taking medication
- decisions on potential risks, including any restrictions to your choices and freedoms which may be necessary for your own safety or the safety of others
- your hopes and wishes for the future

- any other services you receive and how these will be co-ordinated with your Shared Lives arrangement, if necessary
- the name of an independent person or organisation who can be contacted if you wish to make a complaint or raise a concern
- how often your plan will be reviewed and who should be involved in the reviews
- Information about Safeguarding against abuse is included in the Placement Agreement.

You and/or your representative will be given a copy of your Service User Plan. It will be in a format that you can easily understand. The plan will be reviewed at least once a year or sooner if your needs or circumstances change, or if you request a review.

The Service User Plan is part of your SL Agreement which explains the terms and conditions for your Shared Lives arrangement. The SL Agreement will also be reviewed at least once a year or sooner if required.

If the Local Authority funds your Shared Lives arrangement, your SL Worker will seek to involve your Care Manager in the annual review of the arrangement so that it can be co-ordinated with the review of your Care Plan and/or personal budget if possible.

Your SL Worker will make regular monitoring visits (at least once every 3 months) to see the SL Carer(s), in order to make sure the arrangement is working well for you and everyone else involved in it. Unannounced visits may be made to the SL Carer(s) if there are any concerns about an arrangement or the care or support that is being provided. The SL Worker will also meet with you at least once a year in a setting away from your SL Carer(s) and their home to make sure that you have an opportunity to discuss the arrangement without being influenced by it.

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

- Assessment of Needs
- Service User Plan
- SL Agreement
- Making choices and decisions
- Communication
- Supporting and reviewing SL Carers
- Contact with family and friends
- Cultural and religious customs

- Food safety and nutrition
- Personal care
- Daily life and inclusion in the community
- Safe friendships and relationships
- Risk assessment and risk management
- Staying healthy and making use of health resources
- Handling medicines
- Management of people's money, valuables and financial affairs
- Joint working and information sharing
- Ending a Shared Lives arrangement