

LCC SHARED LIVES REFERRAL PROCESS

Links to useful documents:

- LCC Essential Staff Guidance:
<https://www.lincolnshire.gov.uk/Download/117777>
- Shared Lives Annex A, Providers Professionals booklet:
<https://www.lincolnshire.gov.uk/Download/117780>

Key:

LCC Practitioner

PSS

Joint

Decision to consider Shared Lives

Assessment and Care and Support Planning Indicate Shared Lives as a possible way to meet identified needs/outcomes? This may be someone new to shared lives or someone who has previously accessed day support or short breaks via PSS. (see case examples - <http://psspeople.com/how-pss-can-help/find-a-safe-and-happy-home/where-i-live-with-my-carer>)
Make a request for a Financial Assessment or Review with the Financial Assessment Team.



Enquiry

Call/email to PSS to discuss referral/initial interest before making formal referral. PSS to advise on placement availability and potential timescales.
PSS ☎: 07595863163 / 07587551797



Funding Band

Determine funding band against LCC criteria:

Shared Lives 4, Banding Definitions: <https://www.lincolnshire.gov.uk/Download/117768>



Referral

Complete and send the signed referral form and additional information eg. Assessment/Support Plan etc. Also include proposed costing/banding as assessed by practitioner.

Shared Lives 3, Referral Form: <https://www.lincolnshire.gov.uk/Download/117915>

Email: sharedliveslincs@pss.org.uk

Upload referral form onto Mosaic.



Visits and Planning

Within 2 days of receiving the referral PSS will advise if they can accept the referral. If they can a Shared Lives Development worker will make contact with the LCC practitioner and the person you're supporting to arrange to meet and start completing a support plan. Aim is that PSS to complete this within 10 working days.



Meeting

PSS will look at availability and any potential matches. Information between Shared Lives Carer and the person who wants to use their service is exchanged so that they can decide if they want an introductory visit. Inform LCC Practitioner of outcome.



Funding Agreement

- LCC Practitioner to complete funding breakdown and get funding agreement from appropriate management level. To include 'banded' costs and any additional 'day support' costs. See example of cost breakdown – LCC Essential Staff Guidance: <https://www.lincolnshire.gov.uk/Download/117777>

Approval mechanism:

LD under budget – General Manager
LD over budget – County Manager

OP/PD under budget – Lead Practitioner
OP/PD over budget – REG



Matching

Introductory meetings are arranged (funding must be agreed 'in principle' before any matching process commences). This is to be confirmed in writing by the LCC practitioner to PSS.

Reminder – Begin to consider Housing Benefit application discussion between PSS and with person who will be using the service.



Agreements

Once the Shared Lives carer and the person wishing to use the service agrees that an arrangement can go ahead a start date will be identified. A Shared Lives Agreement will then be created and signed by the carer, PSS rep and the person who will use the service. A copy will be sent to the practitioner. Before any start date funding must be agreed formally and confirmed via email.



Finalising

A copy of the signed Shared Lives agreement must be received from PSS to the LCC Practitioner.

Before any start date funding must be agreed and confirmed by email to PSS.

Detailed PSR to be completed on Mosaic including breakdown of services being provided.



Placement Starts

(PSS uploads information onto Mosaic)



Review

8 week review after placement starts with Customer, PSS and LCC Practitioner