



Shared Lives accreditation process

Stage no.	Stage action	Activity
1	Initial contact	<p>Person interested in Shared Lives will make contact via phone, email or face-to-face meeting. Dedicated Shared Lives email will be available.</p> <p>Information will be provided on the scheme and person directed to the MK website – ASC hub. Basic details are taken e.g. name, address and phone number and recorded for monitoring of who takes the application further.</p> <p>If enquiry is progressed basic potential Shared Lives carer info will be recorded on Frameworki. On line application form is being developed.</p>
2	Initial meeting	<p>Shared Lives worker visit potential carer to outline role. Follow initial meeting checklist. Provide copy of application form or link once available as on-line form. Complete initial meeting record. Handbook and all policies will be available on the ASC Hub.</p>
3	Receipt of application form	<p>Contact referees including mortgage company/landlord. Arrange for DBS checks to be completed. Outstanding – need agreement where sensitive data can be stored regarding potential Shared Lives carers including:</p> <p>Personal references, health questionnaires, mortgage/landlord refs.</p>

4.	Start Assessment	Assessment process takes 5 -10 visits. All prospective Shared Lives carers will need to be part of the assessment. Prospective Shared Lives carers will complete a matching form to identify their hobbies and interests, likes and dislikes. Shared Lives worker will complete assessment forms with prospective Shared Lives carer.
5.	House health and safety	Shared Lives worker will complete health and safety check form at prospective Shared Lives carer's home. Once completed Shared Lives worker will help the prospect Shared Lives carer to complete a risk assessment and fire plan. Copies to be kept by the Shared Lives Scheme.
6.	Panel	<p>Shared Lives worker to present all assessment outcomes to the Shared Lives Accreditation Panel for consideration. Panel will include:</p> <ul style="list-style-type: none"> • Service Director Adult Social Care • Joint Commissioner for Learning Disabilities and Autism • Head of Joint Learning disability Services • Registered manager for the shared lives service • Safeguarding Lead • External member (likely to be from Bedford Shared Lives Service) <p>Panel to consider application and make decision to either accredit, refuse or request further information. Prospective shared lives carers to be invited to meet the accreditation panel.</p>

7.	Training	Shared Lives carers to complete training identified for role. Further training may be identified linked to individual service users once identified. Online training resources are used as well as classroom based training, and 1-1 training sessions with Shared Lives worker.
8.	Placement	Matching of service users and Shared Lives carer. Transition and introduction including short visits e.g. evening meal. Shared Lives Worker will complete feedback forms for initial visits. Placement agreements/Shared Lives agreements to be signed. Copies to be kept by Shared Lives Scheme.
9	Placement checks	Shared Lives worker to undertake placement checks via phone calls, meetings and unplanned visits. Shared Lives worker to complete Shared Lives contact sheets following each visit or call. To be recorded on FWi or alternative data system.
10	Initial review	After 6 weeks (or other agreed relevant period) review will be completed by Shared Lives worker with Shared Lives carer, service users and circles of support. To be recorded on service user's FWi record and Shared Lives contact sheets.
11	Monitoring	Shared Lives worker will have monthly contact with Shared Lives Carer this may be over the phone or Face to face meeting. Shared Lives worker and Shared Lives carer will meet at least every three months. This will be recorded on Shared Lives carer contact sheets.

12	Annual Review	Completed by Shared Lives worker including shared lives review record, and health and safety checks. On line system to be developed. Social worker to undertake annual review of service user separate to Shared Lives carer.