



Shared Lives MK



Shared Lives Arrangement Agreement

This Shared Lives Arrangement Agreement is a written agreement made in relation to each individual Shared Lives arrangement. It is an agreement between the Person who will be making use of or living in a Shared Lives arrangement, the Shared Lives carer, the scheme and anyone or organisation involved in commissioning the service. The agreement incorporates the responsibilities and expectations of all those involved in the arrangement and includes details of the plan of care for the person using the service. It must be signed by all relevant parties before the commencement of the Shared Lives arrangement.

Terminology used in the Shared Lives arrangement agreement

Person: The term 'person' means the person who will be using or living in the Shared Lives arrangement.

A Shared Lives carer is a person who, under the terms of a Shared Lives carer agreement provides, or intends to provide, personal care and support. They share their home and their family (and/or community) life and, where necessary, provide accommodation to the person using or living in a Shared Lives arrangement. In Shared Lives day support arrangements, this can be using the home as a base and then visiting the community. The use of the term 'and/or community' above takes account of: 'and' - that all Shared Lives involves sharing the community life of the Shared Lives carer; 'or' - that some Shared Lives carers (e.g. single Shared Lives carers who do not have regular contact with their families) may not consider themselves as having a 'family life' to share.

Shared Lives workers are individuals employed by a Shared Lives scheme and who have the competencies, qualities and experience needed to carry out the necessary tasks of the scheme including Shared Lives carer recruitment, approval and training; setting up, supporting, monitoring, and reviewing of Shared Lives arrangements.

Shared Lives scheme manager is registered with the relevant care regulator and has overall responsibility for the quality and safety of care and support of all Shared Lives arrangements within their Shared Lives scheme. The scheme manager has legal accountability for the final decision on approval of new Shared Lives carers, continuing approval and de-approval of exiting Shared Lives carers.

Shared Lives schemes are run by local authorities, health trusts or independent (profit-making or non-profit making) organisations. All Shared Lives schemes are responsible for recruiting and training Shared Lives carers; matching people with suitable Shared Lives carers; making Shared Lives arrangements and providing ongoing support and monitoring of Shared Lives arrangements. The care they provide is mainly for people aged 18+ and in some cases 16+ where they meet the eligibility for adult services or in Scotland are a supported lodging scheme.

Shared Lives Arrangement Agreement

This is a joint Shared Lives Arrangement Agreement between:

.....
(Name of Person)

Of:
(Home Address of Person)

.....

AND

.....
(Name(s) of Shared Lives carer(s))

Of:
(Address of Shared Lives carer(s))

.....

AND

.....
(Name of Shared Lives scheme)

Representing
(Name of Shared Lives worker)

AND

.....
(name of Local Authority Dept/Agency)

Representing
(Name of Care Manager/Social Worker)

This Shared Lives arrangement provides (Tick the type of arrangement):

- long-term accommodation and support
- short breaks
- day time support
- re-ablement or intermediate support
- other

Long-term Accommodation and Support

The aim(s) of this Shared Lives arrangement are:

.....
.....
.....

(name of person)

Will move in to live with.....

(name of Shared Lives carer(s))

On

(date)

For a trial period of

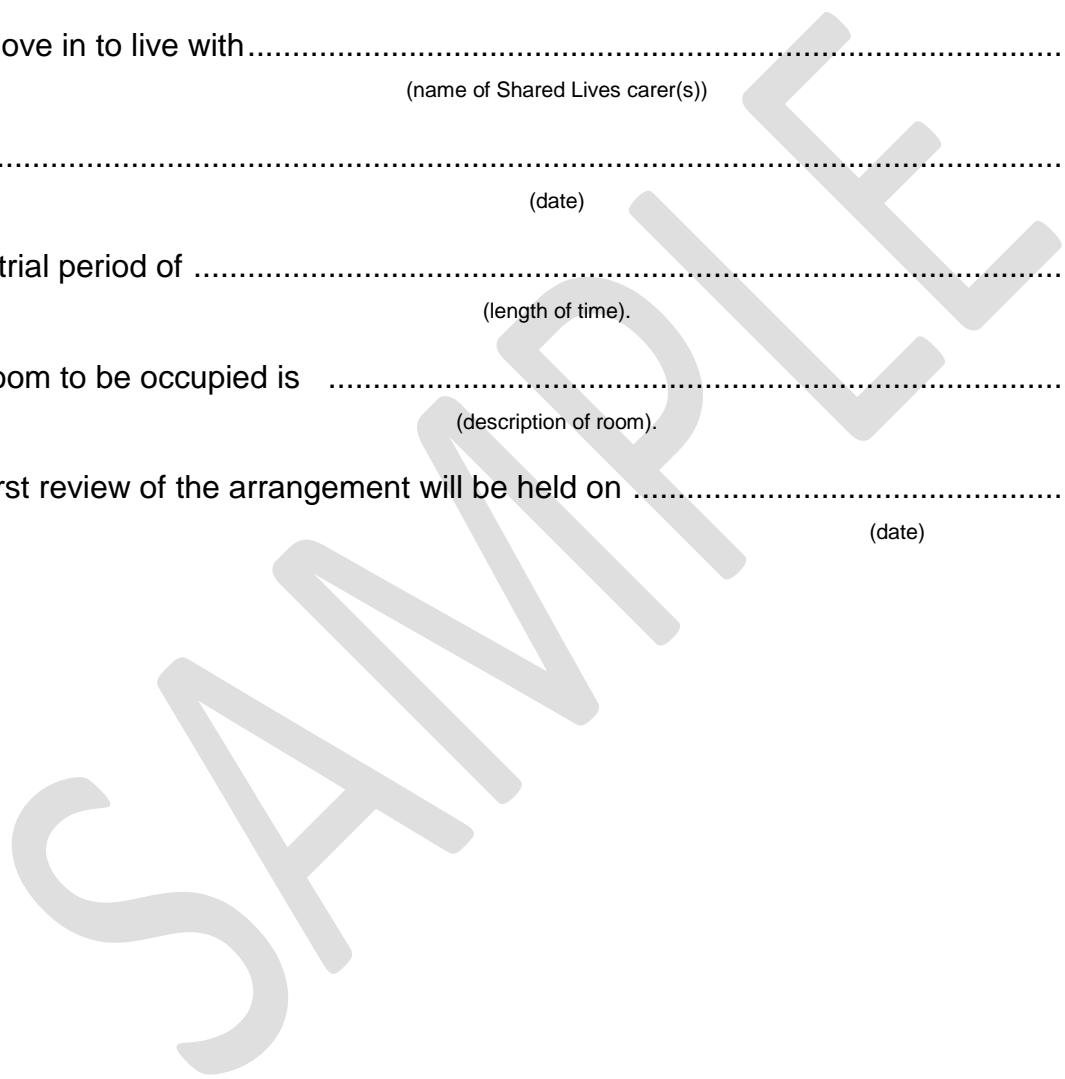
(length of time).

The room to be occupied is

(description of room).

The first review of the arrangement will be held on

(date)



Short Breaks / Rehabilitative or Intermediate Support

The aim(s) of this Shared Lives arrangement are:

.....
.....
.....

(name of person)

Will stay for short breaks / rehabilitative or intermediate support with

.....

(Name of Shared Lives carer(s))

The planned dates and/or frequency (if known) are:

.....
.....
.....

The room to be occupied is

(description of room).

A trial period of has been agreed

(length of time).

The first review of the arrangement will be held on

(date)

Day Time Support/other

The aim(s) of this Shared Lives arrangement are:

.....
.....
.....

.....
(name of person)

Will receive Day Time Support/other from

.....
(name of Shared Lives carer(s))

The planned dates and/or frequency (if known) are:

.....
.....
.....

A trial period of has been agreed

(length of time).

The first review of the arrangement will be held on

(date)

Responsibilities

Everyone involved in a Shared Lives Arrangement Agreement has responsibilities for making sure that the Shared Lives Arrangement works well.

The Person making use of or living in the Shared Lives arrangement

.....
(name of person)

Agrees to:

- Respect the wishes of other people who live in the house.
- Keep to the agreed house rules.**
- Respect the Shared Lives carer(s) home and not cause any deliberate damage in it or to it
- Pay his/her contribution towards the cost of this Shared Lives arrangement. The contribution is for board and lodgings and contributes to the household cost of heating, lighting and food.
- Talk to his/her Shared Lives carer, or Care Manager/Social worker or Shared Lives worker if there is anything he/she is unhappy about or worried about in the Shared Lives arrangement.

The Shared Lives carers(s)

.....
(name(s) of Shared Lives carer(s))

Agrees to:

- Meet the support needs of the person as agreed in the Service User Plan and Shared Lives Arrangement Agreement
- Attend and contribute positively to all reviews of the arrangement
- Treat the person as a full member of their family / household
- Support the person in being a full member of the local community
- Respect the person's privacy and dignity at all times
- Respect and encourage the person's right to make choices and decisions
- Follow the Shared Lives scheme's policies, procedures and guidelines
- Not to make any substitute arrangements for the person to be supported by another person, unless in exceptional circumstances and previously approved by the Shared Lives worker

- Inform the Shared Lives scheme as soon as possible of any emergency situation or accident or adverse event involving the person
- Meet the Shared Lives scheme's insurance requirements
- Respect the confidentiality of any information received about the person
- Inform the Shared Lives scheme of any changes in their address or family circumstances or household membership
- Take part in any learning or development opportunities agreed with the Shared Lives worker

The Shared Lives scheme

.....

(Name of Shared Lives scheme)

Agrees to:

- Provide the Person and Shared Lives carer(s) with helpful information about Shared Lives and about the Shared Lives scheme
- Provide the Shared Lives carer(s) with the ongoing knowledge and skills that they need to meet the needs of the Person placed with them
- Support the Shared Lives carer in meeting the needs of the Person as written in the Service User Plan and Shared Lives Arrangement Agreement
- Arrange regular reviews of the Shared Lives Arrangement Agreement and Service User Plan and record any agreed changes to these
- Ensure that the Person and the Shared Lives carer(s) have access to copies of all relevant Shared Lives scheme policies and procedures
- Visit the Shared Lives carer(s) home at agreed intervals, but at least quarterly, to discuss how the arrangement is going and to help the Person and Shared Lives carer(s) sort out any problems
- Provide telephone support for the Shared Lives carer(s) and the Person if they need to talk about anything to do with the arrangement
- Try to ensure that specialist support for the Person and/or the Shared Lives carer is available if necessary
- Provide the Shared Lives carer(s) with information and contact telephone numbers to use in the case of an emergency
- Work with others to end the arrangement if the safety or well being of the Person or Shared Lives carer(s) or others in their household is felt to be at risk by the arrangement continuing.

The Care Manager/ Social worker or equivalent

.....
(Name of Care Manager/Social worker or equivalent)

Agrees to:

- Ensure an up to date assessment of needs and a care plan is completed
- A full risk assessment is available including any known or potential risks that the Person may present to the Shared Lives carer(s), their family or any other people in the household.
- Help with arrangements for the Person to meet any potential Shared Lives carer(s)
- Talk with the Person after any introductory visits with Shared Lives carer(s)
- Ensure the Person is receiving all welfare benefits to which he/she is entitled
- Complete the necessary procedures to obtain suitable funding for the Shared Lives arrangement
- Review the Shared Lives arrangement, and the Person's care plan
- Ensure the Person has someone available who is able to advocate on his/her behalf if necessary
- Support the Person in obtaining other services that he/she needs, as indicated in the assessment of needs or future reviews
- Work with others to end the arrangement if the safety or well being of the Person or Shared Lives carer(s) or others in their household is felt to be at risk by the arrangement continuing.

Terms and Conditions of the Shared Lives Arrangement

Information about Shared Lives

General information about the Shared Lives MK scheme can be found in its Statement of Purpose, in the Service User Guide, the Shared Lives carer agreement and the Shared Lives scheme policies and procedures.

Complaints and Concerns

The Shared Lives scheme has a complaints procedure that is explained in the Service User Guide and the Shared Lives carers' Handbook. The complaints procedure can be used by both

.....
(name of person)

and

.....
(name of Shared Lives carer(s))

The Shared Lives scheme has a policy and procedure for safeguarding vulnerable adults in line with local adult protection policies. It will be followed if there are any concerns or allegations of abuse or neglect concerning the Person in the Shared Lives arrangement.

Shared Lives arrangement fees

Long term accommodation and support or intermediate support arrangements

The Shared Lives arrangement fee which is paid to the Shared Lives carer for long term accommodation and support arrangements and to intermediate support arrangements where the Person lives with the Shared Lives carer made up of three parts:

- A payment for assessed care and support needs which is paid from the local authority, health, a Personal budget, or someone self-funding. This payment is made directly to the Shared Lives carer.
- A payment for accommodation which is usually paid for by housing benefit, or if the Person living in Shared Lives is ineligible they will need to pay this themselves
- A payment for food, utilities, household bills etc, which is paid for by the Person living in the Shared Lives arrangement from their benefits or other income

Day time support arrangements

The arrangement fee received by the Shared Lives carer will be a single payment for the care and support they provide to the Person. There will not be any board and lodging or room rent payment made to them.

Short breaks

The Shared Lives arrangement fee for these type of arrangements will be set by the Shared Lives scheme. The payment to the Shared Lives carer will include a care and support payment, and depending on the length of the arrangement it may also include board and lodgings and room rent payments.

The Shared Lives arrangement fee to be paid to the Shared Lives carer

The fee for this Shared Lives arrangement will be:

Care and Support Payment:
Board and lodgings:
Room rent:

Any additional payments to be made to the Shared Lives carer e.g. for provide day care, transport etc).....
.....
.....

The total payment for this Shared Lives arrangement will be.
.....

and is payable to
(name of Shared Lives carer(s))

The fee includes i.e. accommodation / care / meals / etc.
.....

How the Board and lodgings payment will be made to the Shared Lives carer

The person using or living in a Shared Lives arrangement contribution towards board and lodgings

.....
(name of Person)

Will pay a weekly amount of £..... towards the above fee for board and lodgings (electricity, heating and food). The arrangements for paying this weekly amount are:

.....
.....

Sharing or visiting the Shared Lives carers' home

.....
(name of Person)

May be sharing a home with, or visiting
.....
(name of Shared Lives carer(s))

And the facilities he/she is welcome to use are:

-
-
-
-

And the House Rules are:

(note if breaking any of these would lead to the arrangement ending)

-
-
-
-

Reviews

After the trial period (if any) and first review, this Shared Lives Arrangement Agreement will be reviewed at least once a year, or when there is any significant change affecting the Person or the Shared Lives carer(s).

Service User Plan

Although the Service User Plan for
(name of Person)

is a separate document, it forms part of this Shared Lives Arrangement Agreement and will be reviewed at the same time as the Shared Lives Arrangement Agreement.

Ending the Shared Lives arrangement

The period of notice for ending this Shared Lives arrangement is
This can be varied with the agreement of everyone who has signed this Shared Lives Arrangement Agreement.

If
(name of Person)

Or
(name of Shared Lives carer(s))

Or anyone supporting the Shared Lives arrangement has concerns about whether it should continue; either the Care Manager/Social worker or Shared Lives worker should be informed. A review will then usually be arranged to discuss this and agree whether the arrangement should continue.

If a Shared Lives arrangement is to end the Person will usually continue to be supported by the Shared Lives carer(s) until an agreed alternative is found.

If the Person’s safety or well-being is thought to be at risk by the continuation of the arrangement, or the safety or well-being of the Shared Lives carer(s) or others in their household, the arrangement may be ended without a review.

NB Any decision that may involve the removal of the Person from their Shared Lives arrangement must have due regard to the Mental Capacity Act and their Human Rights. The Court of Protection may need to be involved in situations where a Person does not wish to leave their home.

Signature of Parties to the Arrangement Agreement

Person

.....

OR

Person’s representative (please state relationship and authority to sign on the Person’s behalf)

.....

Shared Lives carer(s)

(1)

(2)

Shared Lives worker

.....

Care Manager/Social worker

.....

Dated