PSS Shared Lives Guidance

**Assessment of Needs**

It is important that we know about a person’s physical, social, emotional and cultural needs and their hopes and wishes, so that we can meet these within the PSS Shared Lives scheme.

How will this happen?

Before making a Shared Lives arrangement, we will always ask for a written assessment of the person’s needs and their aspirations. This can be a local authority community care assessment or a self-assessment if the person’s local authority has agreed a process for this. The person’s Care Manager or other appropriate professional will have discussed this with the person before and it will cover things like the person’s:

* accommodation and personal support needs
* community, family and social contacts
* education, training, and/or occupation
* leisure activities
* cultural and faith needs
* physical and mental health care
* any special equipment or treatment or rehabilitation the person requires
* how the person communicates
* having adequate money
* whether there are particular risks in the person’s day-to-day life, and how these can be managed
* What changes or wishes the person has for the future.

If the person does not already have an up-to-date assessment of their needs, then we will ask a suitably qualified person to discuss these areas with the person and/or the person’s representative, and then to let us know about the needs they have agreed together.

We will use this information to find Shared Lives carers who may be able to meet these needs. If we find Shared Lives carers who are suitable for the person, we will share this information with them so that they can also think about providing a service for the person, and whether they will be able to meet the person’s needs. The Shared Lives worker will give the person information about the Shared Lives carer too, so they can also think about whether that arrangement would be right for them. This process is called matching.

If the arrangement goes ahead (after all the necessary introductions, visits, etc.) the Shared Lives carer will be given a copy of the person’s needs assessment, or a summary of this, to keep for as long as the arrangement continues. Another copy will be kept at the office and we will also make sure that the person has been given a copy too.

The person’s assessment of needs will be the starting point for planning the details of the person’s Shared Lives arrangement. The plan will be agreed between the person and/or the person’s representative, the Shared Lives carer and the Shared Lives worker, and is called a Service User Plan.

The plan and the arrangement will be reviewed regularly (at least once every year), which means that if the person’s needs or wishes change over time the plan and/or the arrangement can be changed too.

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

* Referrals
* Matching
* Introductory visits
* Record keeping
* Service User Plan
* Individual planning, monitoring and review
* Making choices and decisions
* Joint working and information sharing