**PSS Shared Lives Guidance**

Urgent and Emergency Shared Lives Arrangements

In order to be sure that any Shared Lives arrangement will meet the person’s needs and wishes, the PSS Shared Lives scheme follows its procedures for referrals, matching and introductions whenever possible. However, we understand that traumatic events can occur in a person’s life which mean an arrangement may have to be made with minimal matching and without opportunity for the person to ‘test drive’ the arrangement. In these circumstances we must still make sure that the person and the Shared Lives carer(s) and their family will be safe, that the person’s needs will be met as effectively and quickly as possible and that the needs of the Shared Lives carer(s) and their family have also been considered.

How will this happen?

An emergency situation is not the same as an urgent one. It is sometimes possible to set up an arrangement urgently (ie in a short time) whilst still following usual procedures for referrals, matching and introductions. We will always try to work with the person and their family, Care Manager / other appropriate professional and the Shared Lives carer(s) to follow these procedures wherever possible. Emergency arrangements are considered only as a last resort.

In an emergency situation, this is what will happen:

1. We will ask the person, their family and Care Manager / other appropriate professional for enough information about the person so that the Shared Lives carer(s) can support the person effectively during this difficult time.
2. We will require any current risk assessment/risk management plans which must include any known risks that the person may pose to themselves, the Shared Lives carer or the Shared Lives carer’s family. We will pass this information on to the Shared Lives carer(s) before the arrangement starts. We will not be able to arrangement without this information.
3. We will ask the Shared Lives carer(s) to introduce the person to everyone in their household and to give the person all the immediate information they need about the facilities and support available, including whether there are any house rules. We will make sure the person has all the other useful information (such as the Service Guide) within 1 working day.
4. We will obtain full written information about the person’s needs and a copy will be given to the Shared Lives carer(s) within 1 working day.
5. In order to prevent emergency arrangements drifting into longer term arrangements a planning meeting will be held within 5 working days of the arrangement starting. This will include the person and/or their representative, the Shared Lives carer(s), Shared Lives scheme worker and Care Manager / other appropriate professional. This meeting will decide whether the arrangement should continue, for how long and whether any additional services are required. If the meeting decides that the arrangement should not continue, a plan will be agreed for making alternative arrangements.
6. A Shared Lives Agreement and Service User Plan will be completed within 5 working days and everyone will be given copies of these.
7. The arrangement will be reviewed at least every 4 weeks (or more often if required) for as long as the emergency arrangement continues.

When an emergency arrangement has been set up this does not necessarily mean that it can, or should, continue on a long term basis. It will usually only continue for an agreed period of time which will be written in the Shared Lives Arrangement Agreement.

The arrangement will only continue for longer than this agreed period if everyone is certain it can meet the person’s needs and if the person and the Shared Lives carer(s) would like it to. In this case, the arrangement changes from being an emergency one to being a long-term arrangement and this change will be recorded in the review of the Shared Lives Agreement.

If at any time it becomes clear that the emergency arrangement cannot meet the person’s needs or the needs of the Shared Lives carer and their family or the person does not wish it to continue, the person’s Care Manager / other appropriate professional will work with the person to find an alternative. This may include looking for a more suitable Shared Lives arrangement if the person wishes.