PSS Shared Lives Guidance

Service User Plan, Monitoring and Review of Shared Lives Arrangements

The PSS scheme aims to deliver support to a person, who will be using or living in the Shared Lives arrangement, requires in a way that is personalised and fair, and which meets their current and changing needs and wishes safely and effectively.

**How will this happen?**

Before beginning a Shared Lives arrangement, the person’s Shared Lives worker will meet the person and/or their representative to agree the way in which their needs and wishes will be met in the arrangement. The decisions reached together will be written down as a Service User Plan. The plan will be discussed with the person and their Shared Lives carer(s) and a copy given to them so that they know how best to support the person.

The Service User Plan will aim to maximise the person’s independence. It will be based on information from the assessment of their needs and wishes and will include information and decisions about:

* what the person prefers to be called
* any communication needs and how these will be met
* whether the person requires support in speaking up for themself or making decisions and, if so, how this will be provided
* the people who are important to the person and arrangements for staying in touch with them
* the person’s social, cultural and spiritual needs and how these can be met
* any specialist equipment the person needs and how this will be provided
* what food and drink the person prefers and any special dietary needs
* the person’s activities and leisure interests
* the person’s personal care and health needs, including arrangements for taking medication
* decisions on potential risks, including any restrictions to the person’s choices and freedoms which may be necessary for their own safety or the safety of others
* the person’s hopes and wishes for the future
* any other services the person receives and how these will be co-ordinated with their Shared Lives arrangement, if necessary
* the name of an independent person or organisation who can be contacted if the person wishes to make a complaint or raise a concern
* how often the person’s plan will be reviewed and who should be involved in the reviews

The person and/or their representative will be given a copy of their Service User Plan. It will be in a format that the person can easily understand. The plan will be reviewed at least once a year or sooner if the person’s needs or circumstances change, or if the person requests a review.

The Service User Plan is part of the Shared Lives Arrangement Agreement which explains the terms and conditions for the person’s Shared Lives arrangement. The Shared Lives Arrangement Agreement will be reviewed at least once a year or sooner if required.

If the Shared Lives arrangement is funded by the Local Authority, the person’s Shared Lives worker will seek to involve their Care Manager in the annual review of the arrangement so that it can be co-ordinated with the review of the their Care Plan and / or personal budget if possible.

The person’s Shared Lives worker will make regular monitoring visits (at least once every **10 weeks** to see the person and/or the Shared Lives carer(s), in order to make sure the arrangement is working well for the person and everyone else involved in it. Unannounced visits may be made to the Shared Lives carer(s) if there are any concerns about an arrangement or the care or support that is being provided. The Shared Lives worker will also meet with the person at least once a year in a setting away from the Shared Lives carer(s) and their home to make sure that the person has an opportunity to discuss the arrangement without being influenced by it.