



LEARNING DISABILITY SERVICES

Routes to Services

(To be read in conjunction with the Community Eligibility Criteria “Routes to Services”)

Amended/updated July 2006

INDEX	Page No
1. Index	2
2. Priority	3
3. Definition of Learning Disability	4
4. Community Learning Disability Team	4
A Accommodation/Support	5
5. Supported Accommodation	5
6. Supporting People Funding	5
7. Care Homes	7
8. High Cost Packages	7
9. Personal Care	8
10. Community Support	8
B Respite	9
11. Emergency Support for Carers (Non-accommodated)	9
12. Emergency Support for Carers (Accommodated)	10
13. Respite (Accommodated)	10
14. Respite (Non-accommodated)	11
15. Response Flat	12
16. Day Services	12
D Transport	14
17. Transport to Day Services	14
18. Transport to Respite	15
19. Independent Travel Training	15
20. Other Travel	16

2. PRIORITY

As there is a high demand for Community Care and Health Services in Moray and there are limited resources available in terms of budgets and staff, decisions have to be made in respect of priority of access as well as the level of service provided. The aim of all services is to protect, empower and sustain the most vulnerable people and groups within their own communities.

EMERGENCY

The service user or carer is experiencing problems or difficulties that place them at unacceptable and immediate risk for example;

- A sudden or severe illness or marked deterioration in their condition
- The sudden illness or absence of the main carers
- Where abuse or neglect has occurred or is likely to occur

TYPICAL RESPONSE TIME ONE WORKING DAY

Health and Community Care Services operate a Rapid Response service designed to prevent an admission to hospital. The criteria for this service is as follows:

- *The service user/patient should be able to be cared for safely at home with a package of care usually provided by a number of disciplines.*
- *Their care needs should be foreseeable with a finite duration of no more than 14 days or £500.*

The Rapid Response service will be delivered as an emergency response.

HIGH

Service user or carers feel at serious risk in relation to daily living. For example

- Where a current situation cannot continue because of serious difficulties.
- When essential daily personal care and nutritional needs are not being met.
- Where the health of the main carer is at immediate risk
- Where service user/patient is in hospital and cannot be discharged until essential services have been arranged.

TYPICAL RESPONSE TIME TWO TO FIFTEEN WORKING DAYS

MEDIUM

Where there is moderate risk in relation to daily living. For example

- Individuals who have some difficulties in carrying out personal care tasks
- The family or care network may require support and/or advice to maintain situation
- Where rehabilitation services are needed to enable service user/patient to become more independent.

TYPICAL RESPONSE TIME FIFTEEN TO SIXTY WORKING DAYS

LOW

- Individuals who appear not to be at significant risk but where intervention could improve their basic living standards

TYPICAL RESPONSE TIME SIXTY DAYS OR MORE – ASSESSMENTS DONE IN DATE ORDER UNLESS RELEVANT CHANGE IN CIRCUMSTANCES

If for any reason the service is unable to meet the typical response time for levels two to four, the service user and the referring agent should be informed of the reasons why and when they can expect an assessment

Services may use other timeframes – e.g. housing

3. DEFINITION OF A LEARNING DISABILITY

“People with Learning Disabilities have a significant, lifelong condition that started before adulthood, which affects their development and which means they need help:

- to understand information (Health/Social)
- to learn skills
- to live as part of the community
- in enabling people to understand their needs

It should be noted that a learning “disability” is different to a learning “difficulty”. Learning difficulties include conditions such as dyslexia, dyspraxia, etc. People who require support due to these specific conditions should contact their local area Community Care Team, who **may** be able to offer support/advice.

4. COMMUNITY LEARNING DISABILITY TEAM

This is a joint Health and Community Care team, incorporating the following specialist professionals:

- Psychiatry
- Psychology
- Physiotherapy
- Nursing
- Occupational Therapy
- Speech and Language Therapy
- Dietetics
- Care Management

Eligibility

Services are available to adults (16 and over) with a learning disability, e.g., they have a significant, life-long condition that started before adulthood, which affects their development and means they require help to:

- Understand information
- Learn skills
- Live as part of the community
- Enable others to understand their needs

Referral Process

Single Shared Assessment to Community Learning Disability Team.

Priority

Services are provided, based on individual assessment of need.

Point to Note

The underlying philosophy of all Learning Disability Services is that people should access generic services in their community. Only if their disability prevents them from doing so should they access specialist services.

A ACCOMMODATION/SUPPORT

5. LEARNING DISABILITY SUPPORTED ACCOMMODATION

Supported accommodation is provided in the community and normally consists of 3 – 5 people sharing a house with support.

Eligibility

Supported accommodation is available to adults with learning disabilities who require a significant amount of support to maintain their tenancy and live as independently as possible in the community.

Charge

There is a rental charge and on occasion, a service charge to cover the cost of the accommodation. This may be covered by Housing Benefit. A financial assessment will be carried out to ascertain if the tenant will have to contribute to the cost of their support package.

Referral Process

SSA to the CLDT. This will be taken to the LD Accommodation Group, which agrees how vacancies within supported accommodation will be filled. (Request for Funding Form required).

Priority

As per page 3.

The Accommodation Group meets every 6 weeks to discuss priorities for available places in Moray.

Emergency places can be agreed with the Integrated LDSM.

Accommodation within Moray for people moving to the area is prioritised by the group against the availability and demand for places locally.

Points to Note

Supported accommodation is, in the main, accommodation which was previously classed as residential but was deregistered under Supporting People Regulations or houses which provide a similar level of support in small group living situations (but may still be registered as a Care Home).

6. SUPPORTING PEOPLE FUNDING (See also Supported Accommodation, Personal care and Community Support)

Supporting people funding is designed to enable people to maintain their own tenancy.

Eligibility

Anyone with a tenancy or who owns their home can apply for Supporting People funding.

Charge

A financial assessment will be completed to ascertain the person's contribution for their service.

Referral Process

Single Shared Assessment to Community Learning Disability Team. (Financial assessment and funding form required).

Priority

High

- Those who require support to prevent a breakdown in their living situation (where this is either a tenancy or owner occupation).

Points to Note

- Housing Support is divided into 21 categories for assessment:

General counselling and support including befriending, advice and food preparation

Assist with the security of the building (required because of the needs of the service user)

Assist with the maintenance of the safety of the dwelling

Advise and supervise on use of domestic equipment and appliances

Assist in arranging minor repairs and servicing of domestic equipment and appliances

Life skills training in maintaining the dwelling and garden in appropriate condition

Assist in engaging with individuals, professionals and others

Arranging adaptation

Advise/assist in personal budgeting and debt counselling

Advise/assist in dealing with neighbours and/or relationship disputes

Advise/assist in dealing with benefit claims and other official correspondence

Advise/assist with resettlement

Advise/assist to move on to less intensive support

Assist with shopping and errands

Provide and maintain emergency alarm (in accommodation designed/adapted for and occupied for elderly, sick or disabled)

Respond to emergency alarm (only calls related to housing support service)

Control access to rooms

Cleaning of rooms and windows (only as part of a housing support service)

Provide resettlement costs

Encourage social activities and welfare checks (in accommodation with a warden system or a system for calling for a warden)

Arranging social events for tenants (where there is a warden system or system for calling a warden)

- People in receipt of Housing support may also receive additional support for Personal Care and/or Community Support.

As further guidance the following should be considered:

Shared Tasks

Those who live in shared accommodation and who have the ability to learn new skills must share household tasks; each take a turn to shop, cook, secure the building etc, as opposed to each person having allocated time to do all the tasks for example:

Tenant A will cook/shop one week

Tenant B will clean communal areas

Tenant C will secure building/arrange repairs etc

Those who do not have the ability to learn the skills but have skills which should be maintained will be enabled to do so, for example, once a week they will be actively encouraged to take part in each activity, i.e., cook a meal, shop, clean, secure the house etc.

Individual tasks

Each tenant will be given individual time to attend medical/personal appointments, attend to financial matters, family visits etc, if support is required.

1 : 1 Support

Each tenant will be given individual time to attend a maximum of one activity per week on a 1 : 1 basis outwith day services, for example, bowling, pictures, club, pub etc. Where possible, tenants should be encouraged to go with fellow tenants or ideally friends, either from their own house or elsewhere.

7. LEARNING DISABILITY CARE HOMES

In addition to generic Care Homes, there are some specialist Learning Disability Care Homes which offer 24-hour support, including nursing staff.

Eligibility

Assessed as requiring 24-hour support including nursing.

Charge

Charge is dependent upon financial assessment.

Referral Process

SSA to the CLDT. This will be taken to the LD Accommodation Group, which agrees how vacancies within supported accommodation will be filled. Request for Funding Form required.

Priority

As per page 3.

8. LEARNING DISABILITY HIGH COST PACKAGES

Eligibility (Package of support in excess of £500 per week).

- Terminally ill and have expressed a wish to remain at home
- Where there is a strong view expressed by the service user that it is their choice to remain at home.
- Under 65 years old where there are no appropriate local alternatives.

Charge

Dependent on service required but any charge will be based on a financial assessment. (If DS1500 complete no charge to service user).

Referral Process

Single Shared Assessment to Community Learning Disability Team.

Cost over £1000 per week should be referred to the Integrated LD Services Manager for consideration. (Request for Funding Form required).

Priority

As per page 3.

Points to Note

- The care has to have been assessed as essential and benefiting the client, relatives and informal carers and have been discussed and agreed by the multidisciplinary team.
- To be reviewed every 3 months.
- Individual packages in excess of £1,000 per week will only be approved if there is no local alternative which is able to meet the client's needs.
- See also "Supporting People".

9. PERSONAL CARE

Personal Care is the provision of direct physical assistance to carry out personal care tasks, for example, washing, toileting, administering medication etc.

Eligibility

Those who are assessed as requiring direct assistance to carry out personal care tasks.

Charge

A Financial Assessment will be completed to ascertain the person's contribution for the service. This service is FREE to those 65 and over.

Referral Process

SSA to CLDT. (Financial Assessment and request for funding form required)

Priority

High

Those whose health will be at risk should identified personal care tasks not be carried out.

Medium

Those whose wellbeing and social/community integration will be at risk should identified personal care tasks not be carried out.

10. COMMUNITY SUPPORT SERVICE

Community Support enables people to take part in community activities, for example, attend clubs, activities, socialise etc.

Eligibility

Those who are unable to access/attend community activities without support.

Charge

A financial assessment will be completed to ascertain the person's contribution for the service.

Referral Process

SSA to CLDT. (Financial Assessment and request for funding form required)

Priority

High

Those whose behaviour or mental health will deteriorate if they are not supported to be active within the community.

Medium

Those who would become socially isolated without this support.

B. RESPITE

Respite care is any service of limited duration, which benefits a dependent person. The distinctive feature of respite care is that the break should be a positive experience for the cared for person and the carer in order to enhance the quality of their lives and support their relationship.

11. EMERGENCY SUPPORT FOR CARERS (NON-ACCOMMODATED)

Emergency support or care can be provided in the service user's home due to the informal carer becoming suddenly unable to continue in the caring role. This can be for up to 2 weeks and a maximum of £500.00 (as per Rapid Response).

Eligibility

Users who are cared for mainly by an informal carer who is unable to provide the level of care/support required e.g., through ill health.

Charge

No charge up to 2 weeks.

Referral Process

Contact Snr CCO (LD) or Snr Health Co-ordinator (LD) followed by a SSA to CLDT. (Request for Funding Form is required).

Priority

Emergency.

Points to Note

This service can be activated by any member of the CLDT.

12. EMERGENCY SUPPORT FOR CARERS (ACCOMMODATED)

Emergency respite provided in a specialist learning disability respite facility (Care Home) due to the informal carer becoming suddenly unable to continue in the caring role.

This care is for one week only.

Eligibility

Users who are cared for mainly by an informal carer **and** whose assessed care needs can only be met in a Care Home.

Charge

No charge for up to one week.

Referral Process

As per non-accommodated.

Priority

Emergency.

Points to Note

This service can be activated by any member of the CLDT.

The emergency bed for people with learning disabilities who are mobile is at Doocot View in Buckie and in Birchview in Elgin for people with learning disabilities who have mobility issues.

13. RESPIRE ACCOMMODATED

Period of planned care in a specialist LD Respite Residential Service to allow the carer a break from the caring role and which also meets the assessed needs of the service user.

This service can take place in several areas in Moray although each has a specific focus.

- Doocot View, Buckie) Both offer accommodation for people with physical disabilities
- Birchview, Elgin) in addition to their learning disability and/or require more spacious accommodation due to behavioural needs.

- Murray Street Training Flat, Elgin Offers an independent training facility for more able service users, the additional benefit of which is a break for the carer. The aim of this service is to enable the service user to live as independently as possible in the community.

- Out of Area Services Can also be accessed but only if no suitable service is available locally to meet the person's assessed need.

Eligibility

Person who lives permanently with an informal carer.

Charge

There will be a cost to the person with a minimum charge to be paid by all clients. Further charge is dependent on financial assessment. The charge for all respite services is for up to a 24 hour period of care (or multiples thereof).

Referral Process

SSA to CLDT. (Financial Assessment and a Care Plan are required, **stating assessed level of respite essential to maintain home situation**).

In agreeing Care Plan, CCO will consider with the service user and the carer all relevant information to determine when respite will be required, e.g.; does informal carer work Monday to Friday and therefore weekends would provide most valuable break; does carer have other commitments which we would try to support via the provision of respite at agreed times etc.

Priority

High – where the caring role could not be sustained without the provision of respite, taking into account the cared for and carer’s physical and emotional health care requirements.

Medium – where the person would benefit from the opportunity to develop and maintain their independence/social skills away from their usual environment, while also providing a break for informal carers.

Points to Note

Once a level of respite has been agreed, carers can approach the agreed respite provider to arrange specific dates etc. Respite can be used as several short breaks or grouped together to provide a longer break for carers.

14. RESPITE (NON-ACCOMMODATED)

Periods of planned care/support delivered in the service user’s home, which can allow the informal carer a short break.

Eligibility

Person lives permanently with a carer.

Charge

A financial assessment will be completed to ascertain the person contribution for the service.

Referral Process

SSA to CLDT. (Financial assessment and request for funding form required).

Priority

As accommodated.

15. RESPONSE FLAT

Eligibility

The response flat is in Fochabers and is part of a residential care home. It provides multi-disciplinary assessment and intervention for adults who, in addition to a learning disability, present challenging behaviour, to such a degree or extent that it is deemed essential that they are admitted to the unit, but who do not require hospitalisation.

Charge

A financial assessment will be completed to ascertain the person's contribution for the service.

Referral Process

Use of the service has to be agreed by at least two senior members of the Community Learning Disability Team (Psychiatrist, Psychologist, Integrated Learning Disability Service Manager, Senior Health Co-ordinator)/Senior Community Care Officer during office hours or an Out of Hours Social Worker and/or Consultant Psychiatrist (learning Disabilities) out with office hours.

Priority

Emergency

Accommodation/placement has broken down.

Planned

Use of service is planned as part of ongoing CLDT involvement.

Points to Note

This facility is available for a maximum of six weeks.

16. DAY SERVICES

Daytime activities are available in various locations in Moray and fall into three main categories:

Day Centres – which are able to meet the needs of people who require higher levels of staff support and/or a more structured service.

Day Services – which are able to meet the needs of people who are more able to manage within group settings and who do not need 1 : 1 support.

ALTERNATIVES TO DAY SERVICES

Support for clients who are unable to attend the above due to their disability (including behavioural issues).

Eligibility

People who are assessed via a SSA as requiring assistance in maintaining independence, confidence building, personal growth and development through meaningful social, educational and leisure activities, in order to reach/maintain their full potential

and

who cannot achieve this through other avenues.

Charge

There is no charge for this service but users are required to pay for meals and drinks and may have to contribute to activities.

Referral Process

SSA to CLDT. (Request for Funding Form required).

Priority

High

- People who live alone with an unpaid carer who requires a high level of daytime respite due to the demands placed on them by their caring role.
- People who need a high degree of practical care and support to enable the development of their personal skills and daily living skills.
- In these circumstances a maximum of 4 days will be provided, unless specific needs dictate otherwise.

Medium

- The person would benefit from the service to achieve greater independence and a chance to maintain and/or develop skills and/or their physical/emotional wellbeing

or

- The person lives in accommodation which is staffed for a significant amount of time but requires an opportunity to access alternative social opportunities.

In these circumstances, a maximum of 3 days will be provided unless specific needs dictate otherwise.

Points to Note

- The assessment process will agree the level and type of service required and will be based on the individual needs of the person and their carers.
- Activities would normally be considered as being activities/accommodation.
- Activities would normally be considered as being activities/accommodation provided between 9.00am and 4.00pm, Monday to Friday.

- Accessing alternative to day services may be supported by staff to attend 3 activities which incur a cost, for example, bowling or horseriding etc. The client would be liable for their own costs. The provider should include a subsistence allowance in their hourly rate to cover the carer's costs. These activities must be agreed by the Care Officer within the care plan.

D. TRANSPORT

17. TRANSPORT TO DAY SERVICES/CENTRES

The Local Authority has a legal responsibility to ensure that transport is available to enable people to access day services/centres. This can be by directly providing transport, providing assessment and training to enable people to access public transport or ascertaining that the person has access to a vehicle via the Motability Scheme. (Under contract hire, e.g., lease)

Eligibility

People who have been assessed as requiring a day service/centre (see Day Service Page 16)

Charge

Dependent on mode of delivery.

Referral Process

SSA to CLDT for day services/centre. Need for transport to be assessed along with need for day service/centre. Specialist assessment and request for funding form required (following request for transport form).

Priority

As Day Service page 16

Points to Note

- Provision of Transport: Those who would be unable to access a day service without provision of specialised transport, due to disability would be eligible to Moray Council transport.
- Assessment and Training in Independent Travel: Those who could possibly access public transport following a period of training will be required to undertake an accredited assessment and training process (This service is provided free of charge) If a person is assessed as able to use public transport, no additional transport will be provided. (N.B. If it is considered possible for a person to travel independently but they or their parents/carers refuse the assessment process, they will be charged the full cost of transport).
- People with access to a motability vehicle leased with their Motability Allowance will not be eligible to alternative transport other than in exceptional circumstances, e.g., no available driver.
(N.B. Motability cars which have been purchased as part of the Motability Hire Purchase Scheme do not fall into this category as the car is considered to belong to the family)
- Those accessing alternative support to day services will also be eligible as above.
- Providers should note that the first 10 miles of the journey to collect a client should be included in the hourly rate.

- Additional travel incurred while accessing alternative day services will be funded by the local authority when agreed through the care plan up to a **maximum** of 100 miles per week, provided between 9.00am and 4.00pm, Monday to Friday.
- If a client is able or the family request additional activities which incur a cost, the cost for both the client and the member of staff will be met by the client/family and should be invoiced by the provider agency.

18. TRANSPORT TO RESPITE

Eligibility

- 1) It is the carer's responsibility to organise transport to and from respite, except when:
 - this would cause unacceptable stress to the carer
 - this would significantly reduce the value of the respite to the carer
- 2) If the client is normally transported to Day Services and the respite is planned for the same day, the client can be transported to the respite facility by the Day Services transport if the respite Unit is closer than the family home and it is practically possible to organise.
If it is not practically possible to organise or the Respite Unit is further away then see (1).
- 3) If a carer/client chooses to use a facility further away than that which is recommended, (1) still applies but carer/client would, in any circumstances, be responsible for the full cost of the difference in transport costs.
- 4) In emergency situations the above still applies.

Charge

There is no charge for this service (except if 3 applies).

Referral Process

SSA to CLDT for respite.

Priority

See Respite Page

Points of Note

See Transport to Day Services/Centres

19. INDEPENDENT TRAVEL TRAINING

This is an accredited assessment and training programme to enable adults with learning disabilities to use public transport.

Eligibility

Adults with learning disabilities (including those in transition from child care/education services)

Charge

Free to service user.

Referral Process

SSA to Day Service Co-ordinator.

Priority

High

- Those who require assessment/training to enable them to access services they are assessed as needing.

Medium

- Those who require assessment/training to enable them to access social activities.

20. OTHER TRAVEL

Travel incurred outwith day services, for example, as part of community support, supported accommodation or residential care will be funded by the client and should be invoiced by the provider (maximum rate equivalent to the Inland Revenue accepted rate). Where possible, clients should be enabled to use public transport to develop their independence.