



Respite Care for Adults with Care and Support Needs and their Carers

Policy & Procedure

Date (M/Y) TBC

**Policy, Performance and Customer Care Team
Adult Social Care | Adults Directorate**

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Policy Summary

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<p><i>If you require this policy or any associated documents in another format (e.g. other languages, easy-read or any other format), please email details of your requirements to: ascservicedevelopment@halton.gov.uk.</i></p>	

1.0 Introduction

Halton Borough Council recognises the essential contribution made by informal carers (e.g. family members, friends) in supporting adults with care and support needs. The Council also recognises that a break from the caring role can positively impact the wellbeing of the carer and enable them to continue in their caring role by preventing crisis situations and sustaining the caring relationship. This helps to avoid/delay admission to long-term care and helps to ensure that the cared for person is supported within the community for as long as possible.

The Council therefore wishes to ensure that there is a clear respite care offer in line with the Care Act 2014, which sets out the national assessment and eligibility criteria for adults with care and support needs and their carers.

2.0 Definition of respite care

Respite care allows carers to have a break from their caring role while someone else looks after the person they usually care for. It allows the carer to have time to themselves and helps to enable them to live a full life alongside their caring role.

Respite care can be provided on a planned or emergency basis and can take a variety of forms, including but not limited to:

- Residential care (e.g. in a care home or dedicated respite unit);
- Support provided in someone else's home (e.g. Shared Lives Service);
- Care provided at home (e.g. by a domiciliary care provider or 'sitting service');
- Breaks arranged via Direct Payments;
- Care in day centres* or via services provided by the private or voluntary sector.

Respite care may be short or long term and it may be accessed on a regular or one-off basis.

**Please note that day service type activities are not covered within this Policy as, although they may offer an opportunity for respite, their main aim is to offer meaningful activities for the cared for person rather than respite for the carer. The focus of this policy is services that support carers to have a break from their caring role.*

3.0 Aim and scope of this policy

This policy sets out Halton Borough Council's approach to respite care provision for adults with care and support needs (e.g. older people and adults with a learning disability).

Respite care is provided (as required following assessment) as part of a wider support plan for adults with care and support needs and their carers.

The primary aim of this policy is to ensure that staff are aware of the local respite offer in order to be able to arrange appropriate support that meets the needs of the cared for person and their carer.

The policy also includes information about respite care that can be shared with individuals/carers (see appendix 1 for an information leaflet).

4.0 Assessment and eligibility for respite care

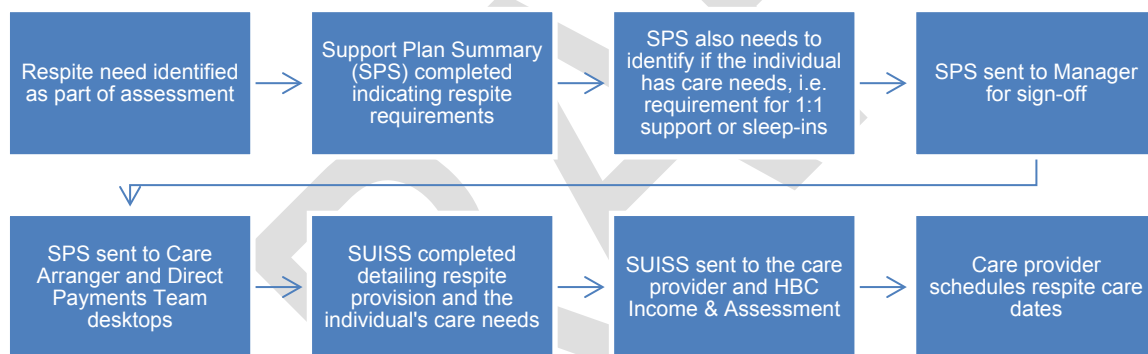
The Care Act 2014 sets out the national legislative framework under which eligibility for adult social care and support is determined. As part of the Care Act 2014, carers are entitled to their own care and support assessment and can access services to meet their eligible needs.

More information about assessment and eligibility (including the criteria relating to adults and carers) is available as part of the Social Care Guidance, which can be accessed via the [Adult Social Care Policy Library](#) on the Intranet.

Respite requirements will be identified as part of the overall assessment process and eligible needs will be documented within the Care and Support Plan.

Recording process

Respite provision must be recorded appropriately as outlined below:



5.0 Local respite offer

There are a range of services available to meet the respite needs of individuals and their carers. The most suitable solution will be determined during the assessment/review process or at any other time as required and will be agreed as part of a discussion between the individual and their carer and the Social Work Teams.

The services available are outlined below; not all services will be suitable for all respite needs and it is essential that support is provided by Social Work Teams to ensure that individuals and their carers can access appropriate respite in line with assessed needs.

Bredon

Bredon Respite is a four bedded accommodation based short stay respite service in Runcorn. The service is available 24/7, 365 days a year and provides personal care and support to vulnerable adults with learning disabilities, autism, acquired brain

injuries, physical disabilities and people with complex needs or behaviours which may challenge.

Respite will be provided for an agreed time limited period to meet the individual's needs and the service will accommodate both planned and emergency respite stays.

The respite allocation will be determined following a Care Act assessment and the initial offer will be for up to 28 days of respite per year.

A Care Management assessment or review will identify the need for Bredon respite. The individual/family/carer and support provider will be notified of the number of nights respite allocated for the year.

Upon requesting an allocation of respite days, it also needs to be determined whether the individual has care and support needs that require additional 1:1 (or more) support and whether sleep-in support is needed. This should be identified on the Support Plan Summary alongside the allocation of respite days. This will allow the service to plan staffing for the respite days and ensure that appropriate cover is available.

Respite stays are generally arranged between the individual/family/carer and Bredon directly. Should an individual use their full respite allocation and require additional days, a further review should be undertaken by Care Management before any further respite stays are arranged.

Where an emergency respite stay is needed, Care Management may contact Bredon respite directly to arrange. Every effort will be made to ensure this does not impact respite stays that have already been booked, but in some circumstances respite stays may need to be rearranged due to capacity, compatibility or risk. A Support Plan Summary must be submitted to record the emergency respite. This, again, must detail the care and support needs in relation to additional staffing. The SPS will trigger a SUISS, and this will ensure that payment is made to the service for the provision. Without the appropriate paperwork the placement may be turned down.

In exceptional circumstances, long-term placements may be required. This will be arranged between Care Management and Bredon, and with the agreement of the Commissioning Manager.

Care Homes

If the cared for person requires 24-hour support within a residential setting, they may be able to access respite within the local care home sector. However, this is subject to availability of beds, and it will usually only be possible to confirm care home placements immediately prior to the period when the respite is required. Therefore, if carers/families need confirmation of respite in advance (e.g. for a planned holiday in the future), it may be more appropriate to consider alternative respite options.

Respite process for HBC in-house and independent care homes

The Council's Care Home Division and independent care homes can offer respite depending on bed availability. This would normally be a planned and extended period

of respite for the individual or with a view of the placement becoming permanent. This is to minimise any disruption to the individuals who reside in the home on a permanent basis.

To discuss respite the referrer would need to contact the Registered Manager of the home where respite is being sought. The Manager will then consider if they have bed availability and if respite can be accommodated without impact on the individuals who permanently reside in the home.

Direct Payments

A Direct Payment can be used for respite where the individual in need of care/support (or their suitable representative) can choose for themselves what type of respite care they want and when they want it to take place. As part of the assessment process, it may be identified that a Direct Payment can meet the person's needs and this would be detailed on the Support Plan Summary, which would be shared with the Direct Payments Team once authorised by Care Management. An indicative budget will be identified based on individual needs and the nature of respite care provision (e.g. type, location, duration etc.)

Direct Payments may be used to:

- Purchase short-term care (respite) in residential/nursing care which does not exceed a four-week period in any 12 months;
- Employ a Personal Assistant to support the individual in their own home;
- Pay for support from a provider organisation;
- Support a person to have a short break away.

Where a person wishes to achieve more flexibility and receives an element of their Personal Budget for respite through a Direct Payment, this will:

- Be included in the weekly personal budget figure and the cared for person should ensure that they are accruing sufficient money to meet the carer's respite needs;

OR

- Be paid as an annual payment.

In either case, how this money is being used must be clearly identified.

Where the cared for person chooses to use their Direct Payment to purchase respite in a Halton care home, the rate charged by the home should be the same as the amount the Council pays for a respite placement at that home. Therefore, individuals/carers booking respite directly with the home will need to stipulate that their respite is being funded through a Council Direct Payment.

If the cared for person chooses to use their Direct Payment in an out-of-borough care home, the rate charged may exceed the amount that the Council fund and

consideration on any additional top-up that may be applied would need to be met by the cared for person/their family.

Support is available from the Direct Payments team to work with individuals and their families if flexibility/creativity is required to meet the person's needs.

For further information regarding Direct Payments, please see the Personal Budgets via Direct Payments Policy & Procedure, which is available on the [ASC Policy Library](#).

Home Based Respite Care Service

Home based respite care provides practical help, personal care and emotional support to people in their own homes, replacing the care normally provided by their informal carer and allowing that carer to have respite from their caring role. Halton Borough Council and NHS Cheshire & Merseyside commission a planned respite service that supports carers and the cared for to help them remain independent for as long as possible.

The service aims to support both the carer and the cared for in enabling regular carers respite. This will allow carers to have time away from their role as informal carer, whilst maintaining a safe and consistent level of support to the individual.

The service is for any adult carer who is identified as having a need. It is delivered to Halton residents aged 18 and over. It offers flexibility in service provision and service delivery and supports carers of people who live at home with a long-term condition that restricts their ability to get out of their home on their own.

There are two referral routes into the service – one, via care arrangers and two, via district nurses. The referral process can be found at appendix 2.

Home based respite care is usually provided on a regular weekly basis for between one and four hours maximum. The actual amount of hours that are delivered to an individual will be based on need; this figure will be determined as part of the development of the individual's care plan.

Shared Lives

Halton Borough Council's Shared Lives Service is a flexible community support service which provides care for people who have been assessed as requiring support due to age, illness or disability.

Shared Lives offers adults an alternative short break/respite service using the shared lives carer's home as a resource. The care is provided by individuals, couples or families in their homes within the local community. Shared Lives Carers are approved by the Council to work in their own homes to provide accommodation and/or care and support in an ordinary family setting. Individuals and their Shared Lives carers enjoy shared activities and life experiences.

Shared Lives arrangements are monitored by the Council and regulated by the Care Quality Commission (CQC).

Referrals can be made using the Shared Lives Referral Form in CareFirst6 (by selecting 'respite request' from the drop-down list), which will assign an activity to the Shared Lives team desktop for action.

Before referrals are made, it is suggested that practitioners contact the Shared Lives Service (by phone/email) to ensure that the needs of the client can be met by the service.

6.0 Charges for respite care

Respite care is a chargeable service at the same rate as permanent care. A financial assessment will be conducted to determine how much the person can afford to pay towards their care and support needs. There are different financial assessment processes depending on whether the care is residential or non-residential; the relevant process will be followed depending on the type of respite that is being accessed (i.e. for respite in a care home, the residential financial assessment process applies, otherwise it is the non-residential financial assessment process).

For more information, please see the Adult Social Care Charging Policy (reviewed annually), which is available via the [Adult Social Care Policy Library](#) on the Intranet.

7.0 Continuing Healthcare (CHC) and respite care

Adults who are in receipt of Continuing Healthcare (CHC) funding should access respite that is provided as part of this funding. Therefore, those who are CHC funded should be directed to the CHC duty number (01925 303130) to discuss respite care requirements.

Appendix 1: Respite Care Information Leaflet for Adults with Care and Support Needs and their Carers



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Appendix 2: Care at Home Group Ltd. Home Based Respite Care Service – Referral Process

NOTE: This referral process is to be used when Care Managers have identified that a Carer and the person that they care for may benefit from the support delivered via the Home Based Respite Service provided by Care at Home Group Ltd.

Referrals to the service will come from:

1. **Care Managers**; with an assessment having identified that the cared for person would meet the current Council eligibility criteria and in line with the legislative requirements of the Care Act. This does not mean actually being in receipt of a service from the Council.

NB. Referrals to the Service also come via **District Nurses** who have undertaken an assessment of the cared for person and have identified that they are at the end of their life, such referrals do not fall under this process and they will refer directly.

Home Based Respite Care is usually provided on a regular weekly basis for between 1-4 hours maximum. The actual amount of hours that are delivered to an individual will be based on need. This figure will be determined as part of the development of the individuals care plan, which is completed through an agreed assessment process.

Once a Care Manager has identified with the Carer/Service User that they may benefit/be suitable for Home Based Respite, they will contact the Care Arrangers to outline/discuss the requirements. At this point Care Managers will need to complete a Support Plan Summary

NOTE: Care Arrangers can be contacted on 0151 511 6636 or via email: Care.Arrangers@halton.gov.uk

The Care Arrangers will then contact Care at Home Group Ltd. to explore requirements (providing a copy of the Support Plan Summary and Carers Assessment) and confirm back to the Care Manager the service which can be delivered (days/times) and date which it can commence.

Care Manager will discuss with Carer/Service User and confirm back with the Care Arrangers that this has been accepted or not.

If accepted, then the Care Manager will send appropriate paperwork through to the Care Arrangers.

If not accepted, Care Arrangers will discuss further with Care at Home Group Ltd. and contact the Care Manager to outline the alternative offer is made. The Care Manager will discuss with the Carer/Service User.

Care Arrangers will send agreement to Care at Home Group Ltd. to formally set up the Respite Care.