



***Policy Document on
ACCESSING KARE'S ADULT
SUPPORTS***

KARE POLICY DOCUMENT				
Policy Owner: Chairperson of the Intake Team				
<i>Rev. No.</i>	<i>Approved by Heads of Units/OMT</i>	<i>Approved by KARE Board</i>	<i>Launched at Heads of Units</i>	<i>Operational Period</i>
Rev. 1				1995-2005
Rev. 2	May 2005	June 2005		Oct 2005- March 2009
Rev. 3	December 2008	February 2009	April 2009	April 2009 – Sept. 2011
Rev. 3.1	Amended to reflect introduction of separate policy for external people accessing KARE's Adult Services and Supports.			Sept. 2011- July 2013
Rev. 4	March 2013	February 2013	July 2013	July 2013 – June 2014
Rev.4.1	June 2014 Amended to reflect Emergency Access to Living Options	June 2014 Board informed of amendments	June 2014 informed by email	June 2014 –March 2018
Rev 5	January 2018	March 2018	March 2018	March 2018 -

Section 1: Policy

1.1 Background to this Policy

The first version of this policy was written in 1995, it has been updated many times since to reflect changing circumstance within KARE and the HSE.

More detailed information on the service and supports provided by KARE is available in the KARE Adult Supports Information Book.

The following regulations, policies and guidelines have been taken into account in updating this policy:

- Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (children and adults) with Disabilities Regulations 2013. Reg. No. 26)

1.2 Aim of this Policy

The aim of this Policy is to make it clear how people can get services/supports from KARE Adult Supports.

1.3 Scope of this Policy

This policy is for people who are:

- looking for services from KARE Adult Supports for the first time
- already getting services from KARE Adult Supports through Local Services or Outreach and who now need support with their living arrangements ie moving to a Community House or to Shared Living/Contract Family (Host Family)
- already getting services from KARE Adult Supports through Local Services or Outreach and who now need to access support from Adult Short Breaks
- already getting services from KARE Adult Supports through Local Services and/or a Community House and wish to transfer to another Local Service or House
- returning to KARE Adult Supports

1.4 Policy Statements

1.4.1 Criteria for accessing KARE's Adult Supports

1.4.1.1 To be eligible to get into KARE's Adult Supports a person must:

- be 18 years of age, or over
- have an intellectual disability as their primary disability.
- live within KARE's catchment area – *Mid to South Kildare, East Offaly, West Wicklow and North East Carlow.*

- 1.4.1.2 KARE work in partnership with the HSE and can only provide supports to a person if they get the required funding and resources from the HSE or if KARE already have a suitable vacancy which has been funded.
- 1.4.1.3 If sufficient funds and resources are not available a person may only get some of the supports they need or want or they may have to wait until sufficient funds and resources become available.
- 1.4.1.4 KARE will endeavour to provide services and supports to a person in the area where they live.
- 1.4.1.5 KARE will encourage people to use public transport to get to and from their service whenever possible.
- 1.4.1.6 A person must be getting support from a KARE Local Service or Outreach service (a day funded service) before they can apply for supports with their living arrangements in a KARE Community House or Shared Living/Contract Family Services (Host Family) or KARE's Short Breaks or Share a Break

Note: In the event of an emergency residential situation arising for a person who is getting support from KARE, the organisation will immediately contact the HSE to discuss possible solutions for the person.

KARE work in partnership with the HSE to manage residential emergencies, the HSE may identify a residential service option available with another organisation and request that the person be offered this place.

1.4.2 Applying to KARE's Adult Supports

- 1.4.2.1 When applying to KARE Adult Supports for the first time a person should apply for either a Local Service or Outreach (day funded place).
- 1.4.2.2 Students about to leave school must apply to KARE through the HSE Training and Guidance Service. Other applicants can either apply through the HSE Disability Manager in their areas or contact KARE's Intake Team directly. The Intake Team is a multidisciplinary team, contact details as follows:
KARE Intake Team, KARE, McMahon Centre, Kilcullen, Co. Kildare
Tel: 045 480200
- 1.4.2.3 KARE require people applying for support to complete an Application Form. The Application Form may be obtained from the HSE Training and Guidance Service, the HSE Disability Manager or directly from KARE. The application form is also available on KARE's website, www.KARE.ie

1.4.2.4 KARE also requires people applying for support to submit reports with their application form, these are outlined in the Application Form

1.4.3 Making a decision on an Application for KARE Adult Supports

- 1.4.3.1 When KARE receives an application for Adult Supports the Intake Team will review the application and make a decision based on the information provided. The decision will be one of the following:
1. The Person does not meet KARE's criteria for support
 2. More information is required before making a decision
 3. The person meets the criteria and KARE have the funding and resources to meet the their support needs
 4. The person meets the criteria but KARE does not have the funding and/or resources to meet the their support needs e.g. insufficient staff and/or lack of a suitable building or environment.
- 1.4.3.2 KARE will inform the applicant in writing of their decision
- 1.4.3.3 Where a person does not meet KARE's criteria for support, they will be informed in writing of the decision and the reason for the decision.
- 1.4.3.4 Where more information is required to make a decision KARE will inform the person in writing of the information required. When the information is received the Intake Team will make a decision on offering support.
- 1.4.3.5 Where a person meets the criteria for support and KARE has the necessary funding and resources KARE will inform them in writing and request that they confirm their intention to take up the offer of support.
- 1.4.3.6 Where a person meets the criteria for support but KARE does not have the necessary funding and/or resources, KARE will inform them in writing and will apply to the HSE for the necessary funding. It is not possible to determine the time frame for securing funding from the HSE.
- 1.4.3.7 The person, their family, representative or advocate may contact KARE's Intake Team and ask for information on the progress of their application.
- 1.4.3.8 A person can appeal the decision of KARE's Intake Team if they are not happy with the decision they make by writing to KARE's CEO. The CEO will make a decision on the appeal within 3 months and inform them of the outcome in writing.

1.4.4 Taking up a place in KARE Adult Supports

- 1.4.4.1 When a person confirms they wish to take up an offer of support in KARE's Adult Supports i.e. Local Service or Outreach, the Operations Manager of the area will:
- talk to the person and their family/representative about the supports available in the area where they live.
 - establish the specific supports the person is interested in
 - gather any further information needed to organise the required supports
 - arrange for an Assessment of Need to be completed with the person and commence an Intake Plan
 - prepare an Individual Service Agreement outlining the supports to be provided
- 1.4.4.2 The person and/or their family/representative will review and sign the Individual Service Agreement to indicate they are happy to accept the supports available.
- 1.4.4.3 The Operations Manager will make arrangements for the person to commence in KARE.

1.4.5 Applying for Support with Living Arrangements.

- 1.4.5.1 A person may apply for support with their living arrangements, ie they may want to live in a KARE Community House or move to a Shared Living/Contract Family arrangement, however the availability of any support is dependent on KARE having the necessary funding in place.
KARE's Community Houses are regulated by the Health Information and Quality Authority (HIQA) and are inspected by HIQA on a regular basis.
Shared Living arrangements are outlined in the *Home Sharing in Intellectual Disability Services in Ireland Report*
- 1.4.5.2 A person's request for support with their living arrangements may come to the attention of KARE in a number of ways for example:
- through the Individualised Planning Process (PCP)
 - by speaking with the Social Worker or any member of the Clinical Supports Team
 - through the person's Key Worker or the Leader of the service
- 1.4.5.3 Once a person is considering a request for living arrangement supports, a written letter should be sent to the Intake Team
- 1.4.5.4 The Operations Manager will arrange for a Living Needs Assessment to be carried out with the person – this will identify in more detail the supports the person requires.

1.4.5.5 The Intake Team will review the letter of application and the Living Needs Assessment and prioritise the application

1.4.5.6 The Intake Team will then inform the HSE Disability Manager of the application and the person's name will be included on the HSE database for managing residential places.

Note: The HSE may identify a residential service option available with another organisation and request that the person be offered this place.

1.4.5.7 If the request is for a KARE community house, when a suitable place is identified and the relevant funding and resources are in place, The Operations Manager will:

- inform the relevant people in KARE that a suitable place may be available for the person
- co-ordinate the discussions with the person/their family/representative outlining the details of the accommodation and supports on offer
- inform the person and their family/representative of the relevant regulations and standards and how KARE comply with these.
- ensure other people living in the house are informed that another person may be coming to live there.
- facilitate a visit to the proposed Community House

1.4.5.8 When a person confirms they wish to take up an offer to move into a Community House the following will be arranged by the Operations Manager:

- an Individual Service Agreement outlining the supports to be provided
- a transition plan to support the person to move and settle into the Community House
- a Tenancy Agreement including the rent to be paid
- advise the person that they may apply for Rent Supplement with staff support if applicable

The Social Worker will:

- carry out a Residential Support Services Maintenance and Accommodation Contributions (RSSMAC) assessment to establish the contribution the person will need to pay

1.4.5.9 In arranging for a new person to move into a Community House the Operations Manager will:

- ensure in as far as possible there is no adverse effect for others living in the house
- consult with the other people currently living in the house and support them to make a smooth transition to the new arrangements.

1.4.5.10 The Leader in the house will support the implementation of the Transition Plan and arrange for a full Assessment of Need and Individual Support Plan to be developed within 28 days of the person moving into the house.

1.4.5.11 If the request is for Shared Living/Contract Family or this option is presented to the person for consideration by The Intake Team, following confirmation from the HSE that funding is available, the Operations Manager will commence the process to find a suitable placement that will meet the needs of the applicant. Further details available on request.

1.4.6 Applying for Short Breaks

1.4.6.1 A person must be receiving supports in a Local Service or Outreach before they can apply for Short Breaks ie house based, alternative break or Share a Break.

Note: The availability of house based short breaks is limited due to the demand for the service. Further details available on KARE's Managing Short Breaks for Adults policy.

1.4.7 Transferring within KARE Services

1.4.7.1 A person who is already receiving supports in a KARE Service e.g Local Service or Community House may request a transfer to a similar service in a different location. In such a case the Leader of the service the person is currently in will support the person/their family to write to the Intake Team to request the transfer.

1.4.7.2 In particular circumstances KARE may request a person receiving supports in a Local Service or Community House to transfer to a different location. In such a case the team will work with the person to develop a Transition Plan.

Section 2: Process



