



Founded in 1967

Promoting Inclusion for People with Intellectual Disabilities

# ***Accessing KARE’s Adult Supports Policy.***

## **KARE Policy Document.**

**Policy Owner:** Chairperson of the Accessing KARE Team.

| <b>Rev. No.</b> | <b>Approved by the OMT</b>   | <b>Approved by KARE Board</b>                | <b>Launched at Heads of Units</b> | <b>Operational Period</b> |
|-----------------|--|--|-----------------------------------|---------------------------|
| 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<br>Amended to reflect<br>Emergency Access to<br>Living Options   | June 2014<br>Board informed of<br>amendments | June 2014<br>informed by email    | June 2014 –March<br>2018  |
| Rev 5           | January 2018   | March 2018                                   | March 2018                        | March 2018 – May<br>2021  |
| <b>Rev. No.</b> | <b>Approved by the Policy Management Committee</b>   | <b>Approved by KARE Board/Sub-Committee</b>  | <b>Launched at Heads of Units</b> | <b>Operational Period</b> |
| Rev. 7          | May 2022   | n/a  | June 2022                         | May 2022 -                |

## **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 circumstances 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 describe how people access supports from KARE.

### **1.3 Scope of this Policy**

This policy is for people who are:

- Seeking to access KARE Adult Supports for the first time.
- Referrals received from the HSE Day Service Opportunities Officers or Disability Services.
- Already in receipt of services from KARE Adult Supports through Local Services or Outreach and who now need further support with their living arrangements and wish to be considered for a residential
- Returning to KARE Adult Supports from another service provider or have been previously discharged

## **1.4 Policy Statements.**

### **1.4.1 Criteria for accessing KARE's Adult Supports**

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

- be 18 years of age, or over
- have confirmation of 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*. However, exceptions to this on a case by case basis can be made from time to time following referral from the HSE.

1.4.1.2 KARE work in partnership with the HSE and can only provide supports to a person if the identified funding and resources to provide an adequate level of service has been agreed with the HSE or if KARE already have a suitable vacancy which has been funded.

1.4.1.3 In the event that sufficient funding or appropriate resources are not available at the time of the referral, the person may only receive some of the supports they need or their transition to commence in the service may be delayed until sufficient funding or resources become available from the HSE.

1.4.1.4 KARE have in place information and opportunities for individuals to find out about the services that KARE offers.

1.4.1.5 KARE will endeavour to provide services and supports to a person in the area where they live.

1.4.1.6 KARE will encourage people to use public transport to get to and from their service whenever possible.

1.4.1.7 An Individual currently receiving support from a KARE Local Service or the Outreach service (a day funded service) can make an application in writing (with assistance if

required from KARE staff) for support with their living arrangements in a KARE Community House or Supported Independent Living.

**Note:**

- In the event of KARE receiving a referral from the HSE requesting an residential placement, for a person who is not currently receiving support from KARE. KARE will review the referral and the organisation will work in partnership with the HSE to provide 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 Day Service Opportunities team. Other applicants can either apply through the HSE Disability Manager in their areas or contact KARE's Accessing KARE Team secretariat, [KARE - Our Supports](#)
- 1.4.2.3 KARE require people applying for support to complete an Application Form. The Application Form may be obtained from the HSE Day Service Opportunities team, the HSE Disability Manager or directly from KARE. The application form is also available on KARE's website, [KARE - Home](#)
- 1.4.2.4 KARE also requires people applying for support to submit reports written within the last three years, with their application form. These are, but are not limited to, psychological, school and clinical and medical where appropriate.

### **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 Accessing KARE Team will review the application and make a decision based on the information provided. The decision will be one of the following:

- The Person does not meet KARE's criteria for support.
- More information is required before making a decision.
- The person meets the criteria and KARE have the funding and resources to meet their support needs.
- The person meets the criteria but KARE does not have the funding and/or resources to meet their support needs e.g. insufficient staff and/or lack of a suitable building or environment.

**\*\* The Accessing KARE Team:** *The Accessing KARE Team consists of the Senior Psychologist, a member of the Adult Supports Management Team, the Manager of Operational Services and Supports and the Intake Secretariat. This representative from the Adult Supports Management team will rotate this role on an annual basis*

- 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.

1.4.3.2 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.

1.4.3.3 Where more information is required to make a decision, the Accessing KARE Team will inform the referrer in writing of the information required. When the information, is received the Accessing KARE Team will make a decision on offering support.

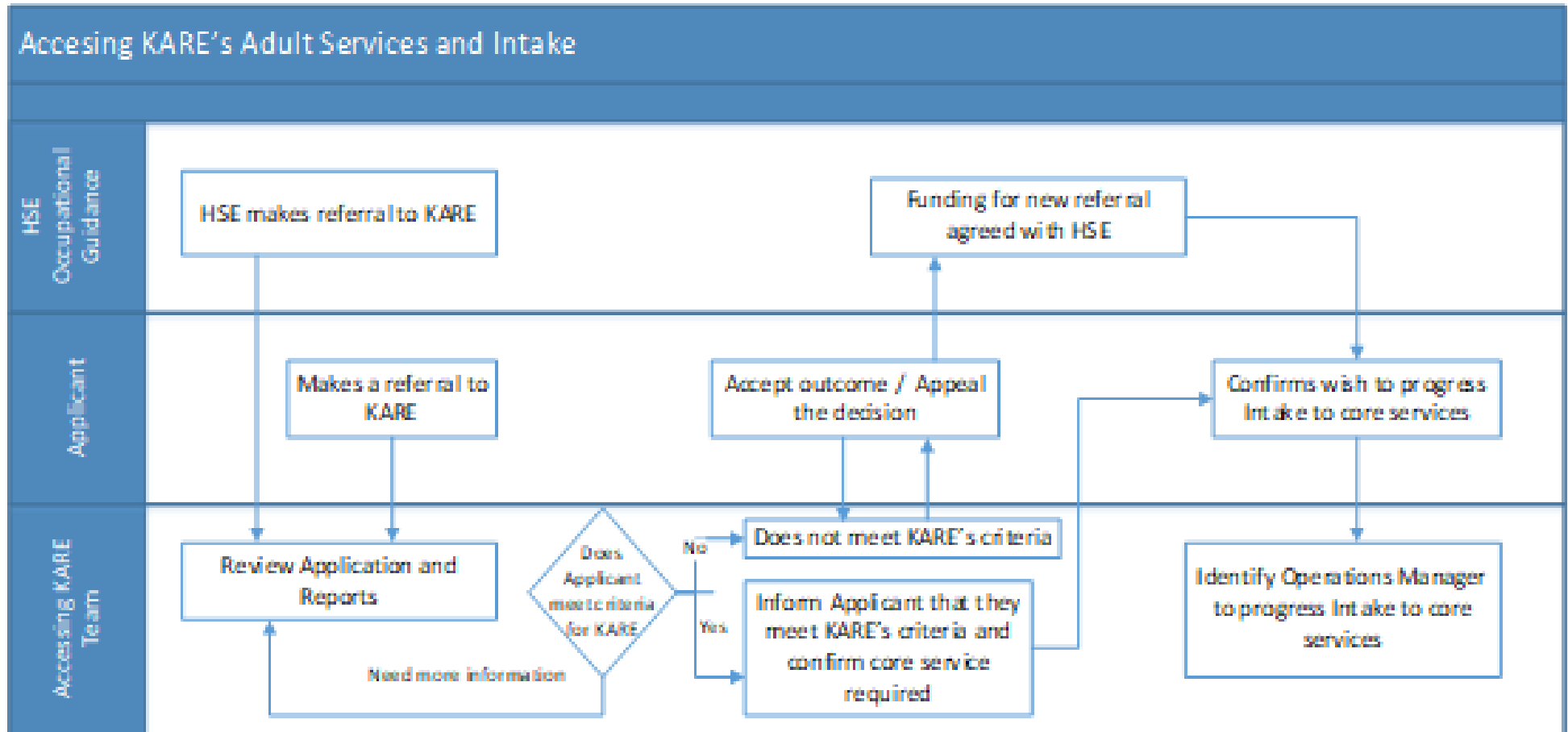
1.4.3.4 Where a person meets the criteria for support but KARE does not have the necessary funding and/or resources, the Accessing KARE Team will inform them in writing and

will apply to the HSE for the required funding. It is not possible to determine the time frame for securing funding from the HSE.

1.4.3.5 The person, their family, representative or advocate may contact KARE's the Accessing KARE Team and ask for information on the progress of their application.

1.4.3.6 A person can appeal the decision of KARE's Accessing KARE Team if they are not happy with the decision made, they make by writing to KARE's CEO. The CEO will make a decision on the appeal within 21 days-and inform them of the outcome in writing.

## Section 2: Process



## **Procedures for Accessing KARE.**

### **1. Confirmation of Eligibility**

- 1.1 If an application is received directly from an individual or their family, KARE will redirect this application to the HSE Day Opportunities Team for them to determine the relevant service for the applicant.
- 1.2 KARE will receive relevant applications from the HSE Day Opportunities Team/HSE CHO Disabilities Teams
- 1.3 On receipt of the application the Intake Secretariat will circulate the application and relevant reports to the Accessing KARE Team.
- 1.4 The Accessing KARE Team will schedule a meeting and review applications. This group will record the discussion re: the application on the Intake Progress Log.
- 1.5 The Accessing KARE Team will make a decision on the application, based on the following:
  - The person does not meet KARE's criteria for support
  - More information is required before making a decision
  - The person meets the criteria and KARE have the funding and resources to meet their support needs, which will include frontline supports and clinical supports if relevant.
  - The person meets the criteria but KARE does not have the funding and/or resources to meet the their support needs e.g. insufficient staffing, clinical supports and/or lack of a suitable building or environment.
- 1.6 If required, a designated person will liaise with the HSE to agree sufficient funding in advance of an offer of service being made.
- 1.7 The Intake Secretariat will inform the applicant in writing of the decision following the Accessing KARE Team meeting.



1.8 If relevant, the Appeals Process as outlined will be allowed to proceed. The outcome of this process will be advised to the Accessing KARE Team.

## **2. School leaver referrals.**

2.1.0 During the first half of each year, KARE receive referrals from the HSE Day Opportunities Team specifically for school leavers, which includes referrals for Local Service and Outreach Services including Project Search /OWL). Following the review of these applications by the Accessing KARE Team, the Manager of Operational Services and Supports will convene a specific meeting to discuss the school leaver referrals.

2.1.1 This meeting will include, the Operations Managers in Adult and Children Supports, the Senior Psychologist, the Manager of the Young Adult Team and the Support Services Manager and will discuss capacity across Adult Supports and specific support requirements such as transport, equipment, etc..

2.1.2 The Manager of Operational Services and Supports will liaise with the HSE Day Opportunities Team, to review and discuss the funding assigned to each individual and request funding for equipment where relevant.

2.1.3 The Manager of Operational Services and Supports will liaise with the CEO and relevant other departments regarding the planning for the commencement of school leavers in Adult Supports. This planning includes but is not limited to; budget planning, transport requirements, building requirements.

## **3. Taking up a place in KARE Adult Supports**

3.1 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 on the Accessing KARE Team will:

Discuss referral(s) with the Adult Supports Management Team, to include:

- funding,
- support needs
- any space requirements
- transport
- other relevant information.
- The Operations Management team may also need to liaise with other depts across the organisation and / or the HSE.

3.2 The assigned Operations Manager for relevant referral will ensure:

- Communicate with the person and their family/representative about the supports available in the area where they live.
- The specific supports the person is interested in are established
- Any further information needed to organise the required supports is gathered
- A new Review of Supports Needs ~~to~~ will be completed with the person
- A Transition Plan is developed to support the individual to commence in the service , this plan will include the days the individual will initially attend, hours etc.. *\*School leavers will begin their transition to Adult Supports in September.*
- An Individual Service Agreement outlining the supports to be provided is prepared and agreed.
- a family communication plan is agreed.

3.3 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.

3.4 The Operations Manager will ensure the appropriate arrangements are in place for the person to commence in KARE, this may include; transport if relevant, resources in the local service such as staff, equipment etc...

#### 4. **Applying for Support with Living Arrangements.**

4.1.1 A person may apply for support with their living arrangements, i.e. they may want to live in a KARE Community House. However the availability of any support is dependent on KARE having the necessary funding approved by the HSE, a suitable property available and the all necessary resources in place such as staffing.

4.1.2 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

4.1.3 Once a person is considering a request for living arrangement supports, the individual / family member / designate should forward a letter to the Accessing KARE Team and the relevant HSE CHO Disability Team.

4.1.4 The assigned Operations Manager will:

- complete a *DSAMT form* and where relevant will liaise with other members of the team around the person to complete this document. The Accessing KARE Team secretariat, will then forward this document to the relevant CHO area in the HSE. The HSE will include the person's name on their database for managing residential places.
- Liaise with the relevant social worker to complete CH0-DSK&WW Disabilities Referral Form and submit via email to [disabilityreferrals.dskww@hse.ie](mailto:disabilityreferrals.dskww@hse.ie)

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

4.1.5 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 as per HIQA 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

4.1.6 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
- a copy of the statement of purpose for the specific designated centre.
- The RSSMAC Secretariat will ensure a Residential Support Services Maintenance and Accommodation Contributions (RSSMAC) assessment is completed to establish the contribution the person will need to pay

4.1.8 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.

4.1.9 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.

## Appendix 1: TOR for Accessing KARE team.

# KARE

## Promoting Inclusion for People with Intellectual Disabilities

|                                   |  |
|-----------------------------------|--|
| <b>Purpose</b>                    | To review all applications received to determine whether they meet KARE's eligibility criteria as outlined in the Accessing KARE Adult Supports policy and whether there is funding available.   |
| <b>Aim</b>                        | To receive and assess all applications in line with the Accessing KARE Adults Supports policy in an open, transparent and consistent manner.   |
| <b>Objectives</b>                 | <ol style="list-style-type: none"> <li>1. To provide greater clarity on eligibility with reference to confirmation of Intellectual Disability.</li> <li>2. To record and maintain an accurate log of applications received and ensure this log is updated regularly by all members of the Team.</li> <li>3. To determine the timeframe in which applications will be responded to.</li> <li>4. To be clear to applicants re: funding and space available and implications of same.</li> <li>5. Intake Secretariat to liaise with relevant HSE referrer for additional information in order that the group can make timely decisions.</li> <li>6. Liaise with the Young Adults Team regarding any School Leaver referrals.</li> </ol> |
| <b>Membership</b>                 | <p>Senior Psychologist, Manager of Operational Services and Supports, Operations Manager and Intake Secretariat.</p> <p>This group will also participate in the Annual School Leaver meeting to be convened by Manager, Adult Supports.</p>  |
| <b>Frequency of meetings</b>      | Meetings will be held monthly provided there are referrals to be discussed.  |
| <b>Quorum</b>                     | Senior Psychologist and Operations Manager from Adult Supports Services will be required to be in attendance (or designates if agreed).  |
| <b>Reporting responsibilities</b> | <ul style="list-style-type: none"> <li>• Senior Psychologist to share necessary information with relevant others.</li> <li>• Operations Manager to share necessary information to the Adult Supports Services Team.</li> </ul>   |
| <b>Administrative support</b>     | Intake Secretariat.  |
| <b>Review</b>                     | Annually as Operations Manager changes term and sooner if required.  |