



Promoting Inclusion for People with Intellectual Disabilities

Accessing Kare's Adult Supports Policy

Kare Policy Document.

Policy Owner: Chairperson of the Accessing Kare Team.

Rev. No.	Approved by the Policy Management Committee	Approved by Kare Board/Sub-Committee	Launched at Heads of Units	Operational Period
Rev. 7	May 2022	n/a	June 2022	May 2022 -
Rev 8	June 2024	n/a	August 2024	August 2024

Previous versions are available at the end of this document

1 Contents

Section 1: Policy3

1.1 Background to this Policy.3

1.2 Aim of this Policy.3

1.3 Scope of this Policy3

1.4 Policy Statements.....3

Section 2: Process7

Section 3 : Procedures for Accessing Kare.....8

3.1 Confirmation of Eligibility8

3.2 School leaver referrals.....9

3.3 Taking up a place in Kare Adult Supports for referrals (non-school leavers)..... 10

3.4 Requesting support with future Living Arrangements 12

Appendix 1: TOR for Accessing Kare team. 15

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 placement
- 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 written 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 Residential Community House.

Note:

- In the event of Kare receiving a referral from the HSE requesting a 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 apply through the HSE Day Service Opportunities team and / or HSE Disability Manager in their areas or contact Kare's Accessing Kare Team secretariat, [Adult Services | Kare](#)
- 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 [Adult Services | Kare](#)
- 1.4.2.4 Kare require people applying for support to submit reports written within the last three years, with their application form that confirm the individual has an intellectual disability. These are, but are not limited to, psychological, school and clinical and medical where appropriate.
- 1.4.2.5 Kare also require people applying for support to submit detailed information about the support they require from Kare in the application form, this includes what support they require from Kare's Adult Supports and clinical supports.

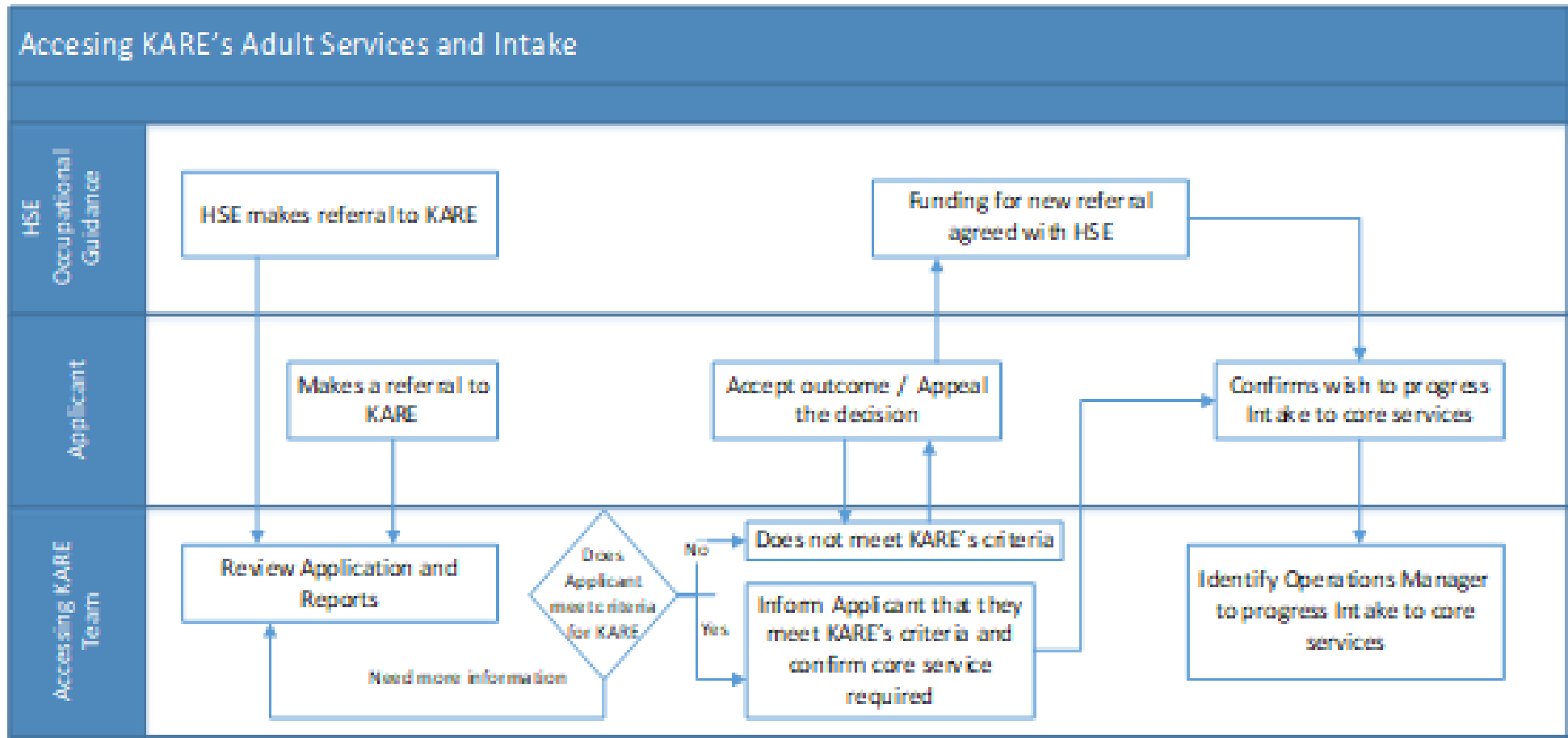
1.4.3 Making a decision on an Application for Kare Adult Supports

- 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.
 - 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.

**** 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*

- 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 this 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 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 can make this appeal in 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



Section 3: Procedures for Accessing Kare.

3.1 Confirmation of Eligibility

3.1.3 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.

3.1.4 Kare will receive relevant applications from the HSE Day Opportunities Team/HSE CHO Disabilities Teams

3.1.5 On receipt of the application the Intake Secretariat will circulate the application and relevant reports to the Accessing Kare Team.

3.1.6 The Accessing Kare Team meet on a monthly basis where they review applications. This group will record the discussion re: the application on the Intake Progress Log.

3.1.7 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 their support needs e.g. insufficient staffing, clinical supports and/or lack of a suitable building or environment.

3.1.8 If required, a designated person will liaise with the HSE to agree sufficient funding in advance of an offer of service being made.

3.1.9 The Intake Secretariat will inform the applicant in writing of the decision following the Accessing Kare Team meeting.

3.1.10 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.

3.2 School leaver referrals.

3.2.3 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 to determine if they meet Kare's criteria, the Manager of Operational Services and Supports will convene a specific meeting to discuss the school leaver referrals.

3.2.4 This meeting will include the Operations Managers in Adult and Children Supports, the Senior Psychologist, the Support Services Manager and the school leaver Transition Planner. This group and will review the applications and discuss capacity across Adult Supports and specific support requirements such as transport, changes to facilities equipment, etc.

3.2.5 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 and building refurbishments where relevant. As new directions national policy specifies that transport is not provided for school leavers, this will only be provided if Kare receive funding from the HSE Day Opportunities Team.

3.2.6 The Manager of Operational Services and Supports will liaise with the CEO, The Operation Managers, school leaver Transition Planner 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.

3.2.7 Kare will work within the National timelines for an offer of service for school leavers and will liaise with HSE Day Opportunities Team to confirm offers to commence in the September of the calendar year.

3.2.8 Following an offer of service, the relevant Operations Manager and the school leaver Transition Planner will meet with the young person and their family to discuss the services offered by Kare Adult Supports.

3.2.9 During the period of time prior to commencement of services, the school leaver transition planner will:

- Determine if any further information is available to ensure the required support needs is gathered
- Determine if there are any specific supports the person is interested, via school, young person and their family and HSE Day Opportunities.
- Meet with the young person and their family to complete a Review of Supports Needs
- Liaise with relevant Kare staff to ensure all relevant information is shared and documented on Kare's central database.
- Document a Transition Journey for school leaver in conjunction with the relevant leader 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.

3.2.10 The relevant leader in conjunction with the Operations Manager will:

- communicate start date with young person and their family.
- ensure an Individual Service Agreement outlining the supports to be provided is prepared and agreed.
- The young person and/or their family/representative will review and sign the Individual Service Agreement to indicate they are happy to accept the supports available.
- Ensure a family communication plan is agreed.

3.3 Taking up a place in Kare Adult Supports for referrals (non-school leavers)

3.3.3 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.

3.3.4 The assigned Operations Manager for relevant referral will ensure to:

- 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 Review of Supports Needs will be completed with the person
- a Transition Plan ***Transition checklist*** is developed to support the individual to commence in the service, this plan will include the days the individual will initially attend, hours etc.

Transition Plan – into and between Kare Services

Checklist For Transitioning to A Local Service / Community House

- an Individual Service Agreement outlining the supports to be provided is prepared and agreed.
- a family communication plan is agreed.

3.3.5 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.

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

3.4 Requesting support with future Living Arrangements

3.4.1 A person may-request support from Kare with regards to their future 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 all necessary resources in place such as staffing.

3.4.2 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

3.4.3 Once a person is considering a request for living arrangement supports, the individual / family member / designate should forward a letter to the relevant HSE Health Region for the attention of the Disability Team outlining their request for a fulltime residential place and a copy to the Accessing Kare Team.

3.4.4 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. HSE Health Region for the attention of the Disability Team. The HSE will then include the person's name on their database for managing residential places.
- complete Kare's internal document *Compatibility Assessment Form and where relevant will liaise with other members of the team around the person to complete this document.
- liaise with the relevant social worker to complete send any supporting details regarding the individual to the relevant HSE Health Region for the attention of the Disability Team in the–Dublin and Midlands Health region a Disabilities Referral Form is required and can be submitted via email to 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.

* Compatibility Assessment Form is a Kare document which helps the organisation to plan for future needs in relation to living arrangements. **Compatibility Assessment Form**

3.4.5 When a suitable place is identified in a Kare community house 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.
- Inform the person and their family / representative of the relevant organisational policies such as Managing service users monies Property, Housing Policy, Safe administration and management of medication etc....
- 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

3.4.6 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 and Transition checklist are completed to support the person to move and settle into the Community House

Transition Plan – into and between Kare Services

Checklist For Transitioning To A Local Service / 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

3.4.7 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.

3.4.8 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.



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

Rev. No.	Approved by the OMT	Approved by Kare Board	Launched at Heads of Units	Operational Period
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 – May 2021
Rev 6	August 2021		September 2021	September 2021 – May 2022