



# Referring to Shared Lives on Mosaic

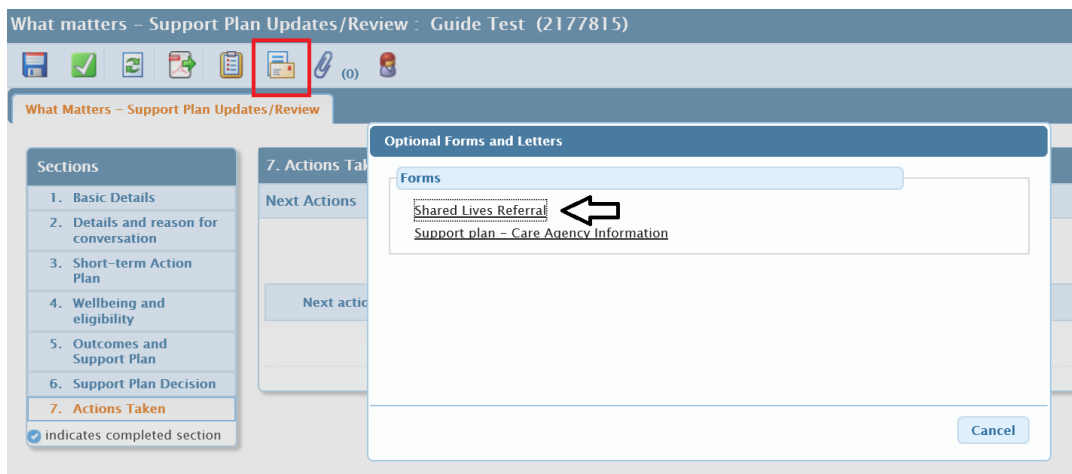
## In summary:

1. Complete the Shared Lives referral form in workflow step
2. Send an action from your workflow to Shared Lives, and wait until placement is found
3. Once placement confirmed, send a purchasing step to the Purchasing team
4. Review placement

## 1. Completing the Shared Lives referral form

The Shared Lives referral form is embedded in your Conversation 3 and Support Plan Updates/Review workflow steps.

- Select the Forms and Letters icon in the toolbar, and open the **Shared Lives Referral** form:



- Your details as the referrer and the person's details will pull through into the referral form:

What Matters – Support Plan Updates/Review **Shared Lives Referral**

Sections

- 1. Referral information
- indicates completed section

### 1. Referral information

**Details of referrer**

Name of referrer\* Nicola Antoni

Team HASC

**Details of adult**

Full name\* Guide Test

Address Lucas House  
Argyle Walk  
London  
WC1H 8HB

Phone numbers Home 0208 888 8888



- Complete the mandatory questions around capacity, advocates and power of attorney. When selecting an answer, a further question/ table will appear for the information to be provided.
- Complete the mandatory Shared Lives criteria section, and note the list of needs Shared Lives is unable to meet:

**Shared Lives criteria**

Shared Lives is currently only available for people with autism or a learning disability

**Please confirm the person meets this criteria\***

Yes  No

Shared Lives will make every effort to find suitable placements, however will be unable to meet the following needs:

**Sleeping Patterns**

- Wakeful people where the host might be disturbed most nights.
- Where Careline cannot be provided to accommodate the night time needs.

**Behaviours of concern**

- Regular smearing / bodily fluid discharge.
- Frequent self-harm.
- Unpredictable physical aggression towards others.
- Extreme Obsessive Compulsive Disorder (OCD).
- Excessive absconding.

**Risk to Others**

- Criminal Record (Non-Minor).
- Perceived / Historic risk towards children.
- Perceived / Historic risk towards vulnerable persons.

**Please confirm whether the person displays any of these behaviours\***

Yes  No

If yes, please give more detail about the behaviours

- Detail your referral in the following free and expanding text boxes, which are mandatory:

**Referral details**

What are you hoping to achieve from a Shared Lives placement both in terms of social needs and living skills?*	Test
What goals are currently in the person's support plan?*	Test
Are there any current known risks relating to the person?*	Test



- Lastly, complete the consent question:

**Consent**

Please note that the person (or their advocate) needs to confirm they understand information will be shared with relevant professionals and those family and friends invited to participate.

**Has consent been obtained for the referral either from the person or on their behalf by the family/advocate/decision maker?\***

Yes (from the person)                       Yes (from their advocate)                       No

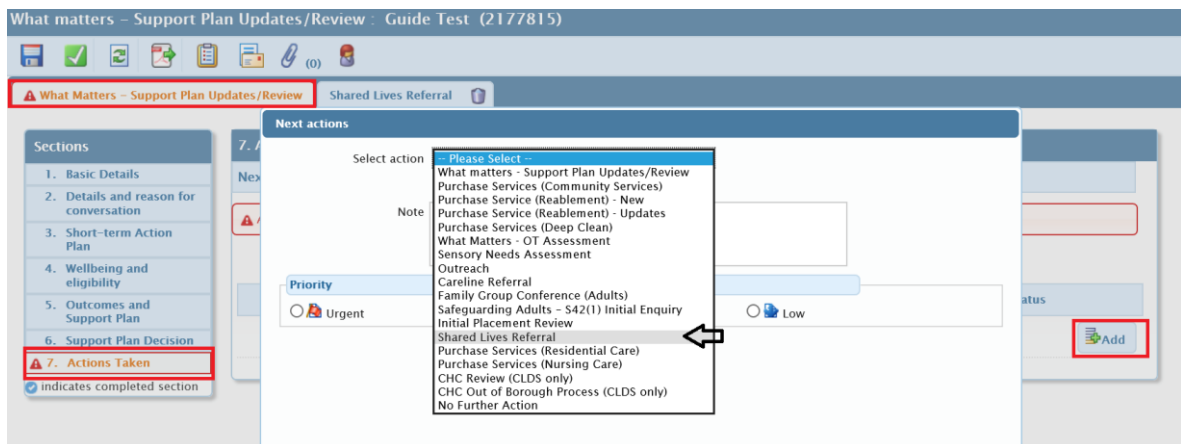
**If yes, how was consent obtained?**

Verbally     In writing

## 2. Sending the referral to the Shared Lives team

Once you have completed the Shared Lives referral form, you will need to send an action to the Shared Lives team so this is received.

- Go to *Actions taken* on your Conversation 3 form or your Support Plan Updates/ Review form, and select 'Add':



- Select **Shared Lives Referral** from the dropdown options, and send to 'Shared Lives Service':

**Next actions**

Select action: Shared Lives Referral

Send Immediately?

This next action will be sent when you next save or the next automatic save occurs

Pass to team: **Shared Lives Service**

Note: [Empty text box]

**Priority**

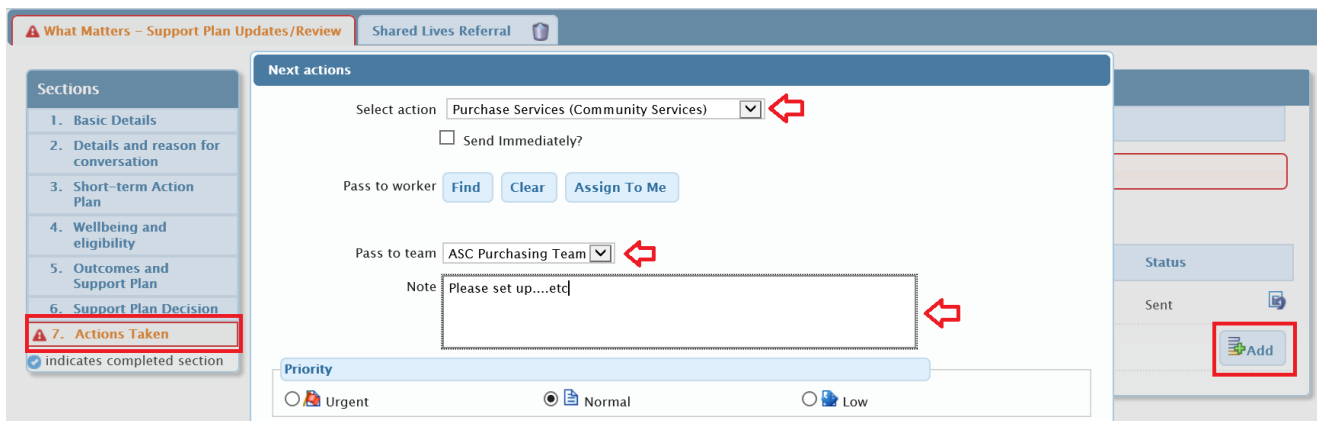
Urgent                       Normal                       Low

- You can choose to keep this Conversation 3 or Support Plan Updates/ Review workflow step open until a Shared Lives placement is found. If you do, then please ensure you tick ‘Send immediately’ when sending this next action to the Shared Lives Service (circled in image above). If you don’t, they will not receive the referral until the step is finished.
- Alternatively, you can select another next action of a Support Plan Updates/ Review workflow for the future, assigning this to yourself and finishing this workflow step. You can then start this new Support Plan Updates/ Review when the Shared Lives team have confirmed the placement. You may wish to choose this option if it takes a considerable amount of time to find an appropriate placement.

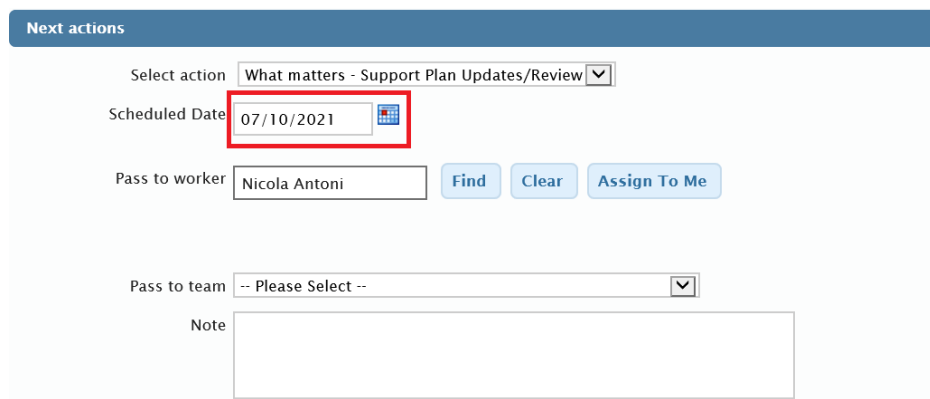
### 3. Purchasing the confirmed Shared Lives placement

Once the Shared Lives team have confirmed a suitable placement, the service needs to be set up on Mosaic.

- Either resume your open workflow step (Conversation 3 or Support Plan Updates/ Review) or start the future Support Plan Updates/ Review you assigned to yourself.
- Update any information in the Conv 3/ Review form that’s required in relation to this new placement arrangement, now it’s confirmed.
- Under *Actions taken*, send a **Purchase service (personal budget)** aka a Purchase Service (Community Services) step to the Purchasing team, requesting for this service to be set up: clarify whether this is a long-term or respite arrangement



- Ensure you also select another action, of a **Support Plan Updates/ Review** step, assigning this to yourself. If the proposed scheduled date defaults to a year’s time, please manually change this date to 6 weeks’ time- as this is when you should be reviewing a Shared Lives placement:





## 4. Review placement

The Shared Lives service are responsible for the carer and will undertake/record visits, reviews and further panels. This is recorded in Mosaic within the carer's record.

Practitioners remain responsible for reviews for the supported person and this should be recorded according to the What Matters guidelines.

## 5. Long-term arrangements, Carer Breaks and Respite

The Shared Lives service can arrange short or long-term placements.

- **Long-term arrangements:** this can be arranged as a permanent living arrangement. The carer is paid an ongoing weekly rate, banded according to the needs of the person. The supported person will be responsible for costs towards rent, board and lodging, and the care contribution.
- **Carer breaks:** for long-term Shared Lives placements, this can be used to pay a support carer when the main carer is not available. The support carer is paid directly, the equivalent weekly rate of the carer, pro-rated.
- **Respite:** This can be arranged as a one-off or recurring arrangement, if the person will need to stay with a Shared Lives carer, to provide respite from the usual long-term caring arrangements (not including Shared Lives long-term arrangements). Carers are paid a nightly rate, banded according to the needs of the person. They also receive a one-off cleaning fee.

The support plan and annual budget should be recorded and agreed as part of the annual review process. However, for Carer breaks and Respite, where exact dates are not known in advance, practitioners can use the 'What Matters – Conversation Update' workflow to record the details as they are known, and to send a request to the purchasing team to raise the Purchase Order.