

# **Adult Social Care**

Right Help, Right Time to Promote Independence

## **The Sight Registration Policy and Procedure (for Adults 18 years or Older)**

# Sight Register Policy Governance

<b>Title</b>	<b>Sight Register Policy &amp; Procedure</b>
<b>Purpose/scope</b>	Section 77(1) of the Care Act 2014 (which supersedes the National Assistance Act 1948 and Chronically Sick & Disabled Persons Act 1970) states that local authorities must keep a register of Adults who are severely sight impaired and sight impaired referred to as a sight register. This Policy & Procedure document describes the Borough of Telford & Wrekin's (the " <b>Council</b> ") approach to holding and updating registration information in line with the Care Act 2014.
<b>Subject key words</b>	<ul style="list-style-type: none"> <li>• Sight Register</li> <li>• Severely Sight Impaired</li> <li>• Sight Impaired</li> <li>• Certificate for Visual Impairment (CVI)</li> <li>• Registration</li> </ul>
<b>Council Priority</b>	<ul style="list-style-type: none"> <li>• Protect and support our vulnerable children and Adults</li> <li>• Improve the health and wellbeing of our communities and address health inequalities</li> </ul>
<b>Lead author &amp; contact details</b>	Service Delivery Manager; Community Early Support
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<b>Approver</b>	Assistant Director: Adult Social Care

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## **1. POLICY STATEMENT**

Section 77(1) of the Care Act 2014 (which supersedes the National Assistance act 1948 and Chronically Sick & Disabled Persons Act 1970) states that local authorities must keep a register of Adults (“**Adults**” being persons 18 years or older) who are severely sight impaired and sight impaired referred to as a sight register. Although registration is voluntary, individuals should be encouraged to consent to be included on the register as this may assist them in accessing other concessions and benefits. However, it should be noted that individuals access to care and support is not dependent upon registration and those with eligible needs for care and support will continue to receive it regardless of whether they consent to be included on the ‘register’ or not.

A person who was registered as blind or partially sighted in the Local Authority’s register under section 29(4)(g) of the National Assistance Act 1948 (Welfare arrangements for blind, deaf, dumb and crippled persons, etc.), will be treated as being registered as severely sight impaired or sight-impaired in line with section 77(1) of the Care Act 2014 without the need for re-registering under the Care Act 2014 (Transitional Provision) Order 2015.

This Policy & Procedure document describes the Council’s approach to holding a sight register in line with the Care Act 2014. It should be noted that a separate ‘register’ is not held by the Council but registration information is held on the main social services client record (CareFirst) from which registration information can be extracted.

It should also be noted that historically (under the Chronically Sick & Disabled Persons Act 1970), the criteria for registering an Adult were much wider and included individuals with a permanent disability (physical disability, profoundly or severely deaf and/or without speech, learning disability or mental illness). As the local authority is no longer required to hold a register of individuals with disabilities and there are no longer benefits associated with being registered for those individuals, the Council will only hold a sight register. The register will only capture individuals who are severely sight impaired or sight impaired.

## **2. PURPOSE OF THE POLICY**

To clearly set out the Council’s approach to holding and updating registration information in line with the Care Act 2014 and the Care and Support (Registers) Regulations 2014

## **3. POLICY INFORMATION**

3.1 In the Council, Adult Social Services will take responsibility for holding and maintaining sight registration information for Adults (18 years and above) and determining eligibility for inclusion on the ‘Sight Register’.

3.2 An individual’s sight impairment will be confirmed by a valid Certificate of Visual Impairment (CVI – previously known as BD8 form) which will be provided to the Local Authority by hospital staff.

3.3 “Registration” is voluntary and Adult service users with a sight impairment have the right to request registration by the Council. Given the potential benefits associated with registration which may include for example: increase in personal tax allowance, reduction in cost of TV license, free bus pass and parking concessions under the Blue Badge scheme, individuals will be encouraged to consent to be included on the ‘sight register’.

3.4 “Registration” makes the local authority aware of Adults with sight impairment who live in Council’s borough. Registration does not in itself guarantee eligibility for services. Equally if an Adult does not want to be registered, this does not prohibit the Adult receiving a service if they are eligible.

3.5 Inclusion on the sight register is not an indication of eligibility but will help a person to access wellbeing and preventative support specific for sight impaired people.

### **3.1 Service-Specific Information**

3.1.1 The retention period for records of Adults who are on the sight register is longer than other social care records - see paragraph 5.7 below for details.

### **3.2 Assessment Principles**

3.2.1 The Council does not assess individuals for eligibility to be included on the sight register. Registration can only be completed if the Adult has been issued with a valid CVI (Certificate of Visual Impairment) from their Health Professional (see Section 5 below).

## **4. PROCEDURE STATEMENT**

This Policy sets out the way in which:-

- Adults can register
- How the Council will maintain registration information
- How registration records will be held and destroyed by the Council

## **5 PROCEDURE DETAILS**

### **5.1 Eligibility for Registration**

5.1.1 Adults will automatically qualify for registration if they request it and are certified sight impaired or severely sight impaired and have a valid Certificate of Vision Impairment (CVI).

5.1.2 It is recognised that Adults who may benefit from being registered may be referred to the Council by other organisations with whom they have contact. Referrals for registration will be received via post/internal post.

5.1.3 If an Adult is already known to social services or contacts social services for an eligibility assessment and is known to be certified as sight impaired, they should be encouraged to consent to be included on the sight register.

## 5.2 Registration Process

5.2.1 If an Adult qualifies for registration as they are certified sight impaired or severely sight impaired they will be required to provide a Certificate of Visual Impairment (“CVI”) to confirm their eligibility for registration. The Care Act 2014 (Transitional Provision) Order 2015 provides that any Adult who was registered as blind or partially sighted in a register held by the Council under Section 29(4)(g) of the National Assistance Act 1948 (Welfare arrangements for blind, deaf, dumb and crippled persons, etc) immediately before the introduction of the Care Act 2014 will be treated as being registered as severely sight impaired or sight impaired under Section 77(1) from April 2015 when the Care Act 2014 came into force. The Department of Health guidelines in the ‘Certificate of Vision Impairment: Explanatory Notes for consultant Ophthalmologists and Hospital eye Clinic Staff’ (see section 7.4 of this policy for a link) states who should be certified as severely sight impaired and sight impaired.

5.2.2 Where an Adult does qualify, a CVI is issued by a consultant ophthalmologist. The completed certificate will be held by NHS services and will be signed by both the patient and the consultant. A copy of the CVI should be sent to the Council and the patients GP within 5 working days of its completion.

5.2.3 When received, the Council will ensure that the CVI has valid signatures of both the consultant and patient. The copy CVI will be stored within the main client record on EDM (within Care Management Papers section) where the Adult is already known to social services. It should be noted that both hard copy and electronic version of CVIs will be accepted for registration.

5.2.4 If the Adult is not already known to social services as someone with needs arising from their visual impairment, receipt of a CVI and/or registration will also act as a referral for an assessment.

5.2.5 Once a CVI is received and verified, the Council must contact the person issued with the CVI within two weeks to:-

- gain the Adult’s consent for their inclusion on the register
- arrange an assessment of his or her needs
- Where registration is consented, provide a standardised registration card

5.2.6 If the Adult consents to be being included on the register, the Adult’s CareFirst record will be updated to indicate that they are registered as Sight Impaired (“SI”) or Severely Sight Impaired (“SSI”) within ‘classifications’. Where the Adult is not already receiving services, but consents to registration, a social services record will be created solely for recording the individual’s registration status. The date of registration will be the date of certification on the CVI.

5.2.7 The Adult will then be issued with a registration card by the Council which will remain valid until death (see para 5.7 below).

5.2.8 If an Adult does not consent to being registered, this should have no bearing on their eligibility for services and an assessment of need must be arranged in line with the Assessment and Eligibility policy regardless of their registration status.

5.2.9 It should be noted that some Adults may have reduced/low vision but will not meet the criteria for certification. In these cases, the Adult should be offered an assessment to determine their needs but will not be eligible to be entered onto the sight register.

### **5.3 Children In Transition**

Schedule 2 paragraph 2 (1) Children Act 1989 requires every local authority to open and maintain a register of disabled children within their area, which must include children with sight impairments. Upon reaching the age of 18 Section 77(1) Care Act 2014 will apply and this policy will then be applicable to them as Adults.

### **5.4 Information and Advice**

Adults with a sight impairment should be given early access to information and advice in an accessible format so that they can adapt to their situation as quickly as possible and obtain aids and support that will help them to manage their lives better. The Council will signpost Adults to relevant information on the Council website and MyLife, i.e they are able to access information in this format.

### **5.5 Review Process**

5.5.1 Where an Adult is registered sighted impaired or severely sight impaired there is no need for the Adult to renew their registration with the Council. Details of their registration will be held by the Council until 6 years after their death unless they move to another local authority area – see section 5.6 below.

### **5.6 Transfer of Certificate of Visual Impairment (CVI)**

5.6.1 Where an Adult moves home to live in another local authority area, the local authority will send a copy of the CVI to the new local authority. The second local authority will register the Adult with their consent. Once the Council have received confirmation from the second authority that the Adult has been registered, the record will be closed down and registration status removed to avoid duplication (however the record will remain in place in line with the destruction of records policy).

### **5.7 Retention of Certificate of Visual Impairment (CVI)**

5.7.1 Where an Adult is registered sighted impaired or severely sight impaired, the Council is required to hold their CVI form until at least 3 years after their death or transfer to another local authority. In line with the Council's destruction of records policy, the social care record (including CVI form) for these individuals will be held until 6 years after death, at which time the record will be destroyed in line with the destruction of records policy.

## **5.8 LAS Recording Process**

5.8.1 Registration details should be recorded on the LAS: with the category of 'Sight Impaired (SI) or Severely Sight Impaired (SSI)'. Once received from NHS Services, CVI forms should be stored within EDM.

## **6. POLICY IMPLICATIONS**

### **6.1 Legal Implications**

The collection and retention of personal data must be undertaken in accordance with the provisions of the Data Protection Act 1998.

This policy has been reviewed and revised in line with the Care Act 2014.

### **6.2 Finance and Value for Money Implications**

There are no financial implications associated with this policy.

### **6.3 Economic Impact**

There are no economic impacts associated with this policy. Registration as SSI/Blind has financial implications for the client – eligibility to receive Blind Persons Tax Allowance

### **6.4 Environmental Impact**

There is no environmental impact associated with this policy.

### **6.5 Economic Impact**

There are no other impacts associated with this policy.

## **7 CROSS REFERENCE INFORMATION**

### **7.1 Standards**

None.

### **7.2 Legislation**

- Section 77(1) of The Care Act 2014  
<http://www.legislation.gov.uk/ukpga/2014/23/section/77/enacted>
- Equalities Act 2010  
<http://www.legislation.gov.uk/ukpga/2010/15/contents>

### **7.3 Systems Implications**

Individuals' registration status should be recorded on the CareFirst system under classifications in line with the page 59 of the CareFirst User Guides available at the following link:-

<http://ecouncil/AdultSocialCareDelivery/AdultSocialCareSystems/CareFirst/Pages/CareFirstUserGuides.aspx>

### **7.4 Other Relevant Documents**

The certificate of Vision Impairment Explanatory Notes for Consultant Ophthalmologists'

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/127399/CVIExplanatory-notes-in-DH-template.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/127399/CVIExplanatory-notes-in-DH-template.pdf)

HSCIC produce information annually on the number of people registered with councils with Adult Social Services Responsibilities in England

<http://www.hscic.gov.uk/article/2021/Website-search?productid=15353&q=sight+register&sort=Relevance&size=10&page=1&area=both#top>

The benefits of registering partially sighted can be found in the following document

[http://www.nhs.uk/ipgmedia/national/royal%20national%20institute%20of%20blind%20people%20\(rnib\)/assets/standardsizedversionofthebenefitsofregisteringasblindorpartiallysighted.pdf](http://www.nhs.uk/ipgmedia/national/royal%20national%20institute%20of%20blind%20people%20(rnib)/assets/standardsizedversionofthebenefitsofregisteringasblindorpartiallysighted.pdf)

<http://www.ukvisionstrategy.org.uk/get-involved-ways-get-involved-across-uk/adult-uk-sight-loss-pathway>

Information about registration and help with everyday living can be found on the RNIB website at the following link:-

<http://www.rnib.org.uk/information-everyday-living/benefits-and-concessions>

Appendix C of UK Vision Strategy 2013

<http://www.ukvisionstrategy.co.uk/strategy-2013-2018/strategy-other-publications>

Providing Excellent services for blind and partially sight people- a guide for local authorities

[http://www.ssiacymru.org.uk/resource/f\\_0\\_ExcellentServicesguide.pdf](http://www.ssiacymru.org.uk/resource/f_0_ExcellentServicesguide.pdf)

### **7.5 Linked Policies**

- Assessment & Eligibility Policy & Procedure  
<https://eteam/sites/partner/AdultCareSupportPlanningPerformance/Shared%20Documents/Service%20Improvement%20and%20Efficiency/Policies/PDF%20DOCUMENTS/Assessment%20and%20Eligibility%20April%202015.pdf>
- Destruction and Retention of Records Policy & Procedure  
<http://ecouncil/ASCC/SafeguardingQualityAssurance/Documents/Destruction%20%20Retention%20Final%20Policy%20Approved%20Jan%202012%20Amended%20June%202012.doc>