Guidance on completing

A Support Plan for Carer's Respite Services

1 Overview

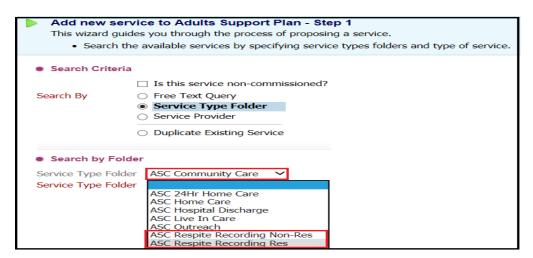
From the 1st June we are adding two new service types to support the Recording of Carer Break Offers and, allow within the support plan, as ongoing services without the need to keep updating the support plan every time respite is taken.

These services are only to be recorded on the Services Users Support Plan.

The process will start at the Contact stage and this is completed by the HSCD Department. The Reason for Referral Contact Type and Contact Issue will be 'Request for Respite'

2 Support Plan

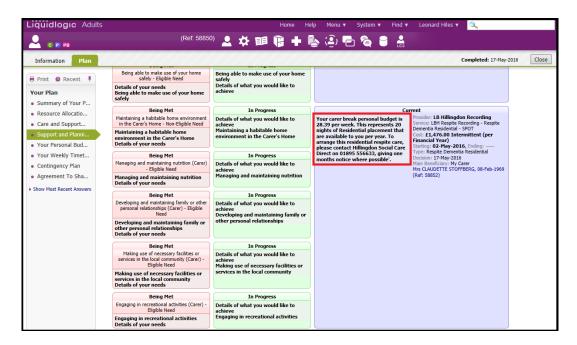
Add the service in the usual way, choosing the appropriate option under Community Care:



Once the correct options have been chosen, either in the 'comments' column or from the Plan itself, ensure that the following wording has been completed for each service.

Nursing or Residential Carer Respite

'Your carer break personal budget is [x] per week. This represents [x] nights of [type of placement] that are available to you per **financial** year. To arrange this residential respite care, please contact Hillingdon Social Care Direct on 01895 556633, giving one months notice where possible'. If there is an Allocated Worker, they will contact Brokerage themselves.



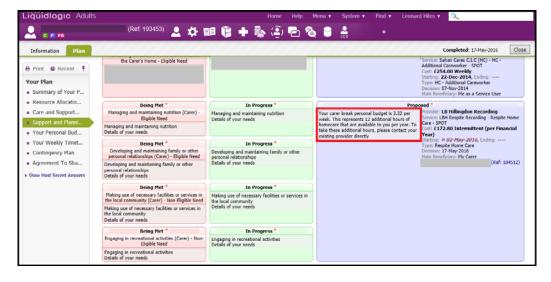
Your services should reflect this new service where appropriate.

Brokerage will then add the actual dates of usage outside of the Plan where Nursing or Residential Carer Respite has been added within the Support Plan

Home Care Carers Respite

Home Care Carers Respite can only be used if the Service User the carer cares for is currently in receipt of Home Care

'Your carer break personal budget is [x] per week. This represents [x] additional hours of homecare that are available to you per **financial** year. To take these additional hours, please contact your existing provider directly'



Your services should reflect this new service where appropriate.

Home Care Carers Respite will be monitored through 'actuals' within ContrOCC