

Transfer Protocol from Disability Locality Service to Older Persons Locality Service

Clients enter Adult Social Care at the age of 18. They are under the care of the younger adults service known as the 18-65 Disability Service. Clients can be transferred over to the Older Adults team (OP) after their 65th birthday, however this transfer is not based solely on age but on Primary Support Reason. As such **one needs to be over 65 as well as have a primary support reason of Physical Disabilities**. As such the predominant reason for care needs to be due to the client's physical disabilities, and not a learning disability.

Clients with a formal diagnosis of Dementia will also be transferred to the Older Adults' Service. This transfer will be at the point of diagnosis which could be prior to the 65th birthday.

Preparation for the Transfer of Cases -

- Disability team to complete **Transfer Summary** (select transfer summary on LAS)
- Disability team to complete outstanding **Review** on LAS (review should be **less than a year old**)
- Ensure that **all agreed funding** is updated on LAS and signed off.
- **Support Plan** should be completed by the **Disability Team** and adjusted with the appropriate Older Adults Locality service **Cost Code** in preparation to be sent to the appropriate **Older Adults Locality Team** for authorization. Start date should **ONLY** be on the date the person turned 65 years old.
- Prior to sending, **Disability Team Managers** should quality assure and sign off case before transfer agreed.

Contact -

- Check appropriate **receiving team**, through post code checker.
- Jointly notify the appropriate **manager and Duty** by sending the list of the cases and LAS numbers to them, so that they can check the records to ascertain that the file is in order.
- For **complex** and/or **sensitive cases**, following Disability Management agreement but prior to LAS transfer, it is expected that at minimal a **transfer meeting** will follow to advise and support effective transfer to new team. Receiving team may also be invited to any relevant meetings prior to transfer. This is subject to the agreement of both teams.
- For Croydon residents- pls use the **OP Localities Post code checker** to ascertain the team and which manager to approach for transfer:
- For out of borough residents – please use the **OOB – Gazetteer post code checker**.

Budget

- Individuals that are over 65 years-old but remain in the Transitions team, their budget will be attributed to the appropriate OP team until they are finally transferred to the appropriate team in line with this protocol.
- The transfer of budget does not mean that the case is automatically accepted by the OP locality Service. All steps as outlined in this Protocol must be completed before transfer is fully accepted.

Incomplete Tasks

- Incomplete tasks in any case including outstanding actions will be returned to the practitioner and manager for their action.
- If necessary, there may be further discussions about the case and follow up interventions, between the 25-65 Disabilities Team Manager(s) and the Older Persons Locality Team Managers to ensure that a seamless transfer occurs.
- Both Managers are at liberty to delegate this task to their Advance Practitioner (s) or invite staff members who it is being proposed to be allocated the case, to accompany them for the meeting, so that a robust discussion can be held.
- Despite the above instances, both Managers hold overriding responsibility and are accountable for all cases in their teams.

Resolution

- In cases where there seems to be impasse/disagreements about transfer of cases after the Team Managers in both Services have deliberated on it. One or both Team Managers should make recourse separately or jointly to the Service Managers for both Services for a joint decision.
- If both Service Managers after deliberations are unable to resolve this impasse, then both Service Managers should separately or jointly refer the matter to the OP and Disabilities Heads of Service for a binding decision.
- The decision of the Heads of Service will be accepted as final.