

Process for Transferring Clients From The Transitions Team To The 25+ Disabilities Team

Before a client is transferred, the Transitions Team Manager should ensure that a review for the client has been completed within the financial year and that the Support Plan reflects the client's needs and care package. In addition, the social worker must have completed the transfer summary.

The Transitions Team Manager meets with their equivalent in the 25+ Disabilities Team to discuss the cases that are being transferred. This meeting must take place within 2 weeks from when the client turns 25.

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The Disabilities Team are responsible for the client with physical disabilities until they turn 65 then the case must be transferred to the over 65s team

Learning Disabilities Clients will remain with the team indefinitely

Case Declined By Disabilities Team Manager

Case Accepted By Disabilities Team Manager

Escalated to the Head of Disabilities and Transitions for the final decision

Transitions Team Manager closes social worker involvement on LAS. (within 2 weeks)

The Disabilities Team Manager accepts the case on LAS (within 2 weeks)

This process is key and will ensure clients are coded to the correct budget.