

**Darlington Children’s Services and**

**Darlington Adult’s Services**

**Transitions to Adult Social Care Forum (TASC)**

**Terms of Reference**

**Version: 1**

**Date approved: January 2018**

**Review date: December 2018 – Chairs to review**

### Remit

To make decisions about children and young people who have special educational needs and or a disability and are active to Children’s Social Care and who may require a transitions assessment to consider their eligibility for support as an adult.

**Forum membership**

#### Forum will comprise of stakeholders from Children’s Services (Social Care) and Adult Social Care. To ensure adequate representation the minimal attendees necessary for this meeting to go ahead are 2x Service managers; 2 x Team managers (or deputies).

#### Co chairs:

* + Service Manager (Adults with a Learning Disability/Mental Health)
  + Service Manager, (Safeguarding, Assessments and LATC).
* Team Manager, Life Stages Disabled Children and Young Adults 0-25
* Team Manager, Life Stages Adult 26+ Team
* Team Manager 16-19 Learning & Skills/SEND
* Senior Practitioner, LATC (re PA management)
* Team Manager, Looked After through Care
* Team Manager Mental Health and AMHP Service
* Team Manager, S&A Teams A-D
* Legal representation - Social Care

#### Panel Administrator

* Allocated worker for individuals discussed

#### **Frequency**

Transitions to Adult Social Care Forum (TASC) will meet bi-monthly.

1. **Operational Arrangements**

Prior to the TASC Forum

* Business Support Team Leader to book a timeslot. (To be referred to as the Forum Administrator).
* TASC meeting are held every 8 weeks on a Thursday.
* Transitions to Adult Social Care (TASC) Forum referral form (Appendix 1) to be completed and sent to the Forum Administrator by Noon on Monday prior to the meeting. [LifeStages0-25Team@darlington.gov.uk](mailto:LifeStages0-25Team@darlington.gov.uk)
* Agenda and papers to be issued by 12 noon on Wednesday prior to the meeting via email.
* Child or young person’s Social Worker and/or appropriately delegated representative to present the case.

At the TASC Forum

* Forum to discuss and agree if the individual has likely needs as an adult and if it would be of significant benefit to undertake a transitions assessment.
* The forum will discuss and agree if it is appropriate to undertake a transitions assessment which Adult Social Care Team would be best placed and the suggested time when it would be of most benefit to undertake the assessment. Following the forum, a letter will be sent to the young person, within 10 working days explaining when it is believed that the assessment will be of significant benefit. A copy will be sent to the relevant Social Care Professional working with the young person for their information / records.
* In addition for those who have eligible needs and who have an EHC Plan which continues post 18, this will allow a review / reassessment to be planned in a timely manner prior to the end of their educational placement.
* For those who are unlikely to have needs as an adult, the forum will then provide written notification the too client within 10 working days, to confirm the decision and clarify what can be done to prevent or delay the development of needs for support. A copy will also be provided to relevant worker and carer’s.
* Ensure forum outcomes are recorded on the panel outcome form (Appendix 2) and circulated to panel members within five working days.
* Transitions assessments that have previously been agreed by the forum will be discussed at each meeting to review progress and track any delays or issues that arise.
* The Forum Administrator will update the electronic record in both Children’s Liquidlogic, Adult’s Liquidlogic and on Capita 1 (SEND) for each case.
* The Forum Administrator will send out the action plan for individual cases to the forum membership.

#### **Dispute Resolution**

* Should there be a dispute with regards to the outcome of the Forum, the allocated worker should discuss this with their Team manager, who will then make the decision to escalate.
* In the first instance the Team Manager should discuss any concerns with the Chair of the TASC Forum, who will be a Service Manager
* If Concerns cannot be adequately addressed the Team Manager should discuss their concerns with their relevant Head of Service , who will then arrange a meeting with their Adult or Children’s colleague to address the dispute. (Appendix 4 show full dispute resolution policy)

#### **Transitions assessments tracking**

#### This document shall be updated bi-monthly by Forum Members and amended to reflect any changes in plans for the individuals planned and currently undergoing transitions. This will provide a check that plans are progressing as recommended and to address any issues that may arise that require the plan to be changed or updated. (Appendix 3)

#### **Transitions to Adult Social Care Forum Terms of Reference – Review**

#### This document shall be reviewed annually by Forum Members and amended to reflect changing work practices, policies and procedures.

#### **First review due December 2018 – by Chairs**

**APPENDIX 1**

**Transitions to Adult Social Care Forum**

**REFERRAL FORM**

This form is to be sent to the Forum Administrator by Noon on Wednesday prior to the meeting via email to: [LifeStages0-25Team@darlington.gov.uk](mailto:LifeStages0-25Team@darlington.gov.uk)

|  |  |
| --- | --- |
| **Have you gained consent? Y/N** |  |
| **Does the individual have Capacity to consent to this referral? Y/N** |  |
| **If no capacity, has a Best Interest Decision been made? Please attach a copy of Capacity & Best Interest Decision Record** |  |

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Liquidlogic ID:** |  | |
| **Date of Birth:** |  | |
| **Is there an unpaid Carer?** | Y/N |  |
| Name |  |
| Address |  |
|  | Contact Details |  |

|  |
| --- |
| **Current circumstances:** |
|  |
| **Current support/services:** |
|  |
| **Current cost of package:** |
|  |
| **Is there any joint funding? (s117, CHC or other)** |
|  |

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| --- | --- | --- | --- | --- | --- |
| **Individuals currently involved** | **Role** | **contact details:** | **Nominated worker to attend Bi-Monthly meeting? Y/N** | | |
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| **Likely need as an adult: - Why do you think the individual would be eligible for care as an adult** | | | | | | |
|  | | | | | | |
| “The national eligibility criteria require that in order for needs to be eligible, they must relate to an impairment or illness, mean a person cannot achieve at least two outcomes in their day-to-day life, and that as a result there is a significant impact on their wellbeing. The eligibility determination must be made **without regard to** whether a carer might be meeting those needs at the given time.” | | | | | | |
| **What is their impairment / illness?** | | | | | | |
|  | | | | | | |
| **Which areas do you think would be need support?** | | | | **Y/N** | **Detail on likely needs** | |
| * Managing and maintaining nutrition | | | |  |  | |
| * Maintaining personal hygiene | | | |  |  | |
| * Managing toilet needs | | | |  |  | |
| * Being appropriately clothed | | | |  |  | |
| * Being able to make use of the adult’s home safely | | | |  |  | |
| * Maintaining a habitable home environment | | | |  |  | |
| * Developing and maintaining family or other personal relationships | | | |  |  | |
| * Accessing and engaging in work, training, education or volunteering | | | |  |  | |
| * Making use of necessary facilities or services in the local community, including public transport, and recreational facilities or services | | | |  |  | |
| * Carrying out any caring responsibilities the adult has for a child. | | | |  |  | |

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| --- | --- |
| When considering at what point it is appropriate to assess, the circumstances of the young person should be considered as to whether it is an appropriate time for the young person to be assessed to help them to prepare for adulthood. This is called the consideration of ‘significant benefit’ and is not related to the level of a young person or carer’s needs, but rather to the timing of the transition assessment. Things to consider may include: | |
|  | **Add detail if these stages apply** |
| •the stage they have reached at school and any upcoming exams |  |
| •whether the young person or carer wishes to enter further/higher education or training |  |
| •whether the young person or carer wishes to get a job when they become a young adult |  |
| •whether the young person is planning to move out of their parental home into their own accommodation |  |
| •whether the young person will have care leaver status when they become 18 |  |
| •whether the carer of a young person wishes to remain in or return to employment when the young person leaves full time education |  |
| •the time it may take to carry out an assessment |  |
| •the time it may take to plan and put in place the adult care and support |  |
| •any relevant family circumstances |  |
| •any planned medical treatment |  |

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| Discussed (Date) |
|  |

**APPENDIX 2**

**Transitions to Adult Social Care Forum**

**OUTCOME FORM**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Liquidlogic ID:** |  | |
| **Date of Birth:** |  | |
| **Is there an unpaid Carer?** | Y/N |  |
| Name |  |
| Address |  |
|  | Contact Details |  |

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| **Current circumstances:** |
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| **Current support/services:** |
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| **Current cost of package:** |
|  |
| **Is there any joint funding? (s117, CHC or other)** |
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| **Is the individual likely to have needs as an adult under the Care Act 2014?** |
|  |
| **Would be of significant benefit to undertake a transitions assessment and why?** |
|  |
| **What can be done to prevent or delay the need for support?** |
|  |
| **When would be of significant benefit to undertake a transitions assessment and why (Include planned start date)?** |
|  |
| **Which Adult Social Care Team is most appropriate to undertake the assessment?** |
|  |
| **What is the recommended timescale for the completion of the assessment (standard timescale is 28 days)?** |
|  |

**APPENDIX 3**

**Transitions to Adult Social Care Forum**

**Transitions to adulthood assessment tracking FORM**

**Young people referred for transition to adulthood**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Assessment planned to commence on (date) | Adult Team Undertaking Transitions Assessment | Outcome of assessment and date completed | Delays or issues | Any recommendations from TASC Forum to address issues |
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**Young people referred for reassessment for end of education placement**

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| --- | --- | --- | --- | --- | --- |
| ID | Assessment planned to commence on (date) | Adult Team Undertaking Transitions Assessment | Outcome of assessment and date completed | Delays or issues | Any recommendations from TASC Forum to address issues |
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**APPENDIX 4**

**Transitions – Dispute Resolution Process**

