



### **Brighton and Hove Short Breaks Service for People with a Learning Disability**

#### **1. Introduction**

Brighton and Hove City Councils short breaks service is based at Pioneer House in Hollingdean. The service has 10 beds plus an emergency bed and provides overnight respite to adults with a learning disability who live at home with families or carers.

Short breaks can also be arranged in other ways e.g. with adult placement carers or through other care services who provide respite care if there is an assessed need for this or if Pioneer House is not able to meet the needs of the person who needs support.

#### **2. Accessing the short breaks service**

2.1 A referral for overnight respite needs to be made to the Community Learning Disability Team based at Denmark Villas. A care manager will be allocated to carry out a community care assessment and a carer's assessment will also be provided.

2.2 The care manager will also need to carry out an assessment of need for respite care and this request will then be put forward to the eligibility panel to make a decision to fund a short breaks package at Pioneer House.

2.3 Once a package has been agreed the referral is passed onto Pioneer House who will assess the number of nights the family is entitled to and begin the process of assessment and introduction as capacity becomes available. Unless there are exceptional circumstances the respite package will begin within 6 months of eligibility being agreed.

### **3. Short breaks care packages**

3.1 The basic care package is one weekend in eight which amounts to 20 nights a year. Families need for additional respite is assessed by a care manager using the care package allocation assessment.

3.2 Families can be allocated an additional 10-55 nights based on priority and need which they can use to book additional respite. Families who have a total of 45+ nights can use their allowance to book up to four weekend stays each year in addition to their one weekend in eight. Basic package weekend stays will be allocated on a rolling pattern for a year ahead.

3.3 The remainder of people's nights will need to be used during the working week (Monday–Thursday). Families may use their additional nights when they wish according to Pioneers capacity. Mid week stays may be booked to run in or out of a weekend stay but not both and this can only be done once in every eight week cycle. Any requests which fall outside of these guidelines will be looked at individually and according to need and the availability of beds.

3.4 If a family do not use their allocation of nights within the year their package of care will be reviewed to assess if changes need to be made to their allocation.

### **4. Booking Guidelines**

4.1 A request for a booking must be made directly to Pioneer House. Bookings may be made up to six months in advance unless there are exceptional circumstances. Each request will be assessed to see if it can be met and confirmation will be sent in writing. Where requests are made at short notice the Manager will confirm by phone then follow up in writing. Where a request cannot be met the reasons will be explained by phone as soon as possible and alternative dates offered.

4.2 Families/carers who cannot or choose not to use a confirmed booking need to inform Pioneer House as soon as possible and at least 24hrs before the stay is due to start. If the person booked to use the service does not turn up and no cancellation has been received the nights booked will be lost. If the person due to stay at Pioneer is unwell on the day their stay is due to start, Pioneer House must be informed by phone that morning.

4.3 Families using other short break options will need to refer to that providers booking guidelines.

**LEARNING DISABILITY SHORT BREAKS CARE PACKAGE  
ALLOCATION ASSESSMENT**

|   |
|---|
| <b>User needs:</b>  |
|   |
| <b>Dependency:</b>  |
| Needs minimal supervision = <b>1 point</b>  |
| Needs regular supervision = <b>2 points</b>   |
| Needs constant supervision = <b>3 points</b>  |
|   |
| <b>Manual Handling</b>  |
| Minimal support needed = <b>1 point</b>   |
| Some equipment/support needed = <b>2 points</b>   |
| Uses a wheelchair/hoist for transfers = <b>3 points</b>                                   |
|   |
| <b>Contenance</b>   |
| Minimal support needed = <b>1 point</b>   |
| Needs prompts and some supervision = <b>2 points</b>                                      |
| Uses pads/catheter = <b>3 points</b>  |
|   |
| <b>Night time</b>   |
| Needs minimal supervision = <b>1 point</b>  |
| Needs intermittent or frequent checks or support to sleep = <b>2 points</b>               |
| Needs regular and frequent checks or support to sleep = <b>3 points</b>                   |
|   |
| <b>Personal care</b>  |
| Needs minimal support = <b>1 point</b>  |
| Needs prompts and some physical support = <b>2 points</b>                                 |
| Needs all care completed for them = <b>3 points</b>                                       |
|   |
| <b>Health</b>   |
| Only needs intervention when unwell = <b>1 point</b>                                      |
| Needs regular intervention (e.g., well controlled epilepsy/diabetes) = <b>2 points</b>    |
| Needs constant intervention (e.g., poorly controlled epilepsy/diabetes) = <b>3 points</b> |
|   |
| <b>Behaviour/risks</b>  |
| Needs minimal support or where issues are minor and easily managed = <b>1 point</b>       |
| Episodes are of short duration or consequences are not serious = <b>2 points</b>          |
| Episodes are sustained or consequences are serious = <b>3 points</b>                      |

|  |
|--|
| <b>Carer Needs:</b>                              |
| <b>Health</b>                                    |
| Minor health issues = <b>1 point</b>             |
| Ongoing health issues = <b>2 points</b>          |
| Serious health issues = <b>3 points</b>          |
| <b>Identified Risks</b>                          |
| low risks = <b>1 point</b>                       |
| Medium risks = <b>2 points</b>                   |
| High risks = <b>3 points</b>                     |
| <b>Support Network</b>                           |
| Good external support = <b>1 point</b>           |
| Some external support = <b>2 points</b>          |
| No external support = <b>3 points</b>            |
| <b>Other Caring Roles</b>                        |
| No other dependents = <b>1 point</b>             |
| Dependent child/close relative = <b>2 points</b> |
| Multiple caring roles = <b>3 points</b>          |
| <b>Ability to Cope</b>                           |
| Coping = <b>1 point</b>                          |
| Struggling to cope = <b>2 points</b>             |
| Not coping = <b>3 points</b>                     |

|                          |  |
|--------------------------|--|
| Service user needs score |  |
| Carer needs score        |  |
| <b>Total</b>             |  |

### **Additional Nights Allocation**

|              |                      |  |
|--------------|----------------------|--|
| 12-15 points | 10 additional nights |  |
| 16-21 points | 25 additional nights |  |
| 22-28 points | 40 additional nights |  |
| 29-36 points | 55 additional nights |  |

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