

CNES Respite Policy

This respite policy aims to provide an outcome-focused service and reflects the Comhairle values of transparency, equity and reablement

What is respite?

For the purposes of this policy, respite will be defined as any form of short break service or assistance which enables the carer to have periods away from their caring routines or responsibilities. The purpose is to support the caring relationship and promote the health and well-being of the carer, the supported person, and other family members affected by the caring situation.

The respite may:

- Be for short or extended periods
- Take place during the day or overnight
- Involve the person with support needs having a break away from home allowing the carer time to themselves
- Allow the carer a break away with replacement care in place, if required
- Take the form of the carer and the person they care for having a break together, with assistance if necessary, to provide a break from the demands of their daily caring routines

Eligibility for respite services is determined following assessment of both the needs of the service user and the carer. A holistic assessment takes into consideration the service user's level of need and any support that they require from others. The needs of the carer are also considered within this assessment so that factors that affect the carers' ability to care can be identified. The duty to provide support to carers is intended to ensure support is provided to carers in a more consistent manner. The duty is subject to a carer having eligible needs which meet local eligibility.

If you identify as a carer, an adult carer support plan or young carer statement will be offered and although you are not obliged to accept, this can be effective in further informing the assessment process and your carer support needs. This assessment will relate to the impact of the caring role on the individual carer.

Once services are in place a regular review will be carried out as required to reassess the effectiveness of the service and how it meets your needs. A review may lead to your service being increased or decreased.

Legal Duties

In relation to respite care for adults, the Comhairle has a duty under the Carers (Scotland) Act 2016 to offer an Adult Carer Support Plan and to support that carer per s.24(4)(b). Full details of this legal duty can be accessed via the following link:

http://www.legislation.gov.uk/asp/2016/9/pdfs/asp_20160009_en.pdf

In relation to respite care for children, the Comhairle has a duty under s.23 of the Children (Scotland) Act 2015 to assess the needs of the child. Full details of this legal duty can be accessed via the following link:

<http://www.legislation.gov.uk/ukpga/1995/36/section/23>

Eligibility Criteria

It is important that CNES uses resources to support those who need them most. Eligibility criteria are used to ensure this happens. When service users and carers are being assessed for support services there is a minimum threshold that must be met to determine if they are entitled to this support. The criteria are based on the way in which a person's needs affect their ability to live independently. These needs could include physical and mental health, the ability to keep themselves safe and exercise choice and control, maintain personal dignity and respect, and make a positive contribution to family and community life.

The Eligibility Criteria Framework considers both the severity of risk and urgency of intervention required to respond to the needs of service users and carers. The Comhairle and Western Isles Health and Social Care Department uses eligibility criteria to identify differing levels of priority needs; these are Critical, Substantial, Moderate and Low. In respect of respite services, resources will only be allocated where a substantial or critical level of priority need that is assigned to the assessed service user and carer.

Eligible social care needs are those that your assessment has identified as not already being met through existing supports from your informal support network which may include family, friends and neighbours.

Eligibility Criteria are fully explained in the 'Local Carers Eligibility Criteria 2018-2021 Comhairle Nan Eilean Siar' document which can be accessed at the following link: <https://www.cne-siar.gov.uk/media/11243/consultation-local-carers-eligibility-criteria-2018.pdf> . These criteria will be reviewed every three years.

Carers who are eligible for support to meet their personal outcomes will be able to access Self-directed Support in their own right. Self-directed Support offers greater choice and control to carers who have completed an adult carer support plan / young carer statement and have eligible support needs.

The [Western Isles Short Breaks Services Statement](#) is a statement of information about the short breaks which are available to carers in the local area and also across Scotland for carers and cared-for persons.

Respite Scoring System

To compliment the Eligibility Criteria Framework, CNES has developed a new strengths-based Respite Scoring System. This Scoring System is specific to the provision of respite and will assist in ensuring that this service is based on assessed need and that respite is allocated to both existing and new users in an equitable and transparent way.

The Respite Scoring System is attached in Appendix One. The system provides a score which translates a level of need. As noted above, if this assessed level of needs is substantial or critical, the carer will be eligible for respite support. There are four levels of eligible need (Critical One, Critical Two, Substantial One and Substantial Two) and there is a maximum level of respite provision for each level as detailed in Appendix Two. (Note: these levels are to be decided upon after consultation)

Assessed Level of Need will be presented to the appropriate Resource Panel (ie Children's Services or Adult Services) and, if the need is agreed by the panel, respite will be confirmed in accordance with the parameters set out in the table in Appendix Two. The levels of respite provision linked to the scoring system will be reviewed in November every year

Service Provision

If I am eligible what happens next?

If you are eligible for respite and the need is agreed at Resource Panel, respite will be allocated in accordance with the procedural guidelines of the Integrated Joint Board or Children's Services as appropriate. All respite allocations will be reviewed at least annually.

Alternative respite option

Respite users can have greater choice and control over how their needs are met by utilising Self-Directed Support (SDS). CNES welcomes innovative ideas and through SDS you may be assessed for and given an indication of how much social care money may be made available to pay for an alternative respite option. This is called your Personal Budget.

What happens if I am not eligible?

If assessed as not eligible for respite services the allocated social worker will provide information, advice, and guidance on alternative sources of support and how to access them. Effective support is available from a range of other services including welfare benefits, health, housing, transport and leisure, and local voluntary and community services

Appendix One – Respite Scoring System

Carer Circumstances

This section applies to the **CARER**. If periodic respite is already being provided to the carer, account should be taken of the underlying risk.

Health and Wellbeing (Physical):

Critical Risk (4)	Substantial Risk (3)	Moderate Risk (2)	Low Risk (1)	No risk (0)
Carer's health is breaking/has broken down. <input type="checkbox"/>	Carer has health need that requires attention. <input type="checkbox"/>	Carer's health at risk without intervention. <input type="checkbox"/>	Carer's health beginning to be affected. <input type="checkbox"/>	Carer is in good health <input type="checkbox"/>
			Total Rating:	

Health and Wellbeing (Emotional and Mental Health):

Critical Risk (4)	Substantial Risk (3)	Moderate Risk (2)	Low Risk (1)	No risk (0)
Carer's emotional wellbeing is breaking/has broken down. <input type="checkbox"/>	Significant impact on carer's emotional wellbeing. <input type="checkbox"/>	Some impact on carer's emotional wellbeing. <input type="checkbox"/>	Caring role beginning to have an impact on emotional wellbeing. <input type="checkbox"/>	Carer has good emotional wellbeing <input type="checkbox"/>
			Total Rating:	

Relationships:

Critical Risk (4)	Substantial Risk (3)	Moderate Risk (2)	Low Risk (1)	No risk (0)
The carer's relationship with the person they care for has broken down and their caring role is no longer sustainable and/or the carer has lost touch with other key people in their life. <input type="checkbox"/>	The carer's relationship with the person they care for is in danger of breaking down and/or the carer is no longer able to maintain relationships with other key people in their life. <input type="checkbox"/>	Carer has identified issues with their relationship with the person they care for that need to be addressed, and/or the carer finds it difficult to maintain relationships with other key people in their life. <input type="checkbox"/>	Carer has some concerns about their relationship with the person they care for and/or the carer's ability to maintain relationships with other key people in their life. <input type="checkbox"/>	Carer has a good relationship with the person they care for and is able to maintain relationships with other key people in their life. <input type="checkbox"/>
Rating:				

Living Environment:

Critical Risk (4)	Substantial Risk (3)	Moderate Risk (2)	Low Risk (1)	No risk (0)
Carer's living environment is unsuitable and there are immediate and critical risks to the health and safety of the carer and/or cared for person. <input type="checkbox"/>	Carer's living environment is unsuitable and poses an immediate risk to the health and safety of the carer and/or cared for person. <input type="checkbox"/>	Carer's living environment is unsuitable but poses no immediate risk. <input type="checkbox"/>	Carer's living environment is mostly suitable but could pose a risk to the health and safety of the carer and cared for person in the longer term. <input type="checkbox"/>	Carer's living environment is suitable posing no risk to the physical health and safety of the carer and cared for person. <input type="checkbox"/>
Rating:				

Finance

Critical Risk (4)	Substantial Risk (3)	Moderate Risk (2)	Low Risk (1)	No risk (0)
Caring is causing severe financial hardship e.g., carer cannot afford household essentials and utilities, not meeting housing payments. <input type="checkbox"/>	Caring is having a significant impact on finances e.g. difficulty meeting housing costs AND utilities. <input type="checkbox"/>	Caring is causing some detrimental impact on finances e.g. difficulty meeting either housing costs OR utilities. <input type="checkbox"/>	Caring is causing a risk of financial hardship e.g. some difficulty meeting housing costs and utilities. <input type="checkbox"/>	Caring is not causing financial hardship e.g., carer can afford housing cost and utilities. <input type="checkbox"/>
Rating:				

Access to Breaks/Life Balance:

Critical Risk (4)	Substantial Risk (3)	Moderate Risk (2)	Low Risk (1)	No risk (0)
They have no access to breaks and activities, which promote physical, mental, emotional wellbeing or life balance, without which there will be a critical risk to the carer's physical, emotional and wellbeing <input type="checkbox"/>	They have little access to breaks and activities, which promote physical, mental and emotional wellbeing or life balance, without which there will be a substantial risk to the carer's physical, emotional and wellbeing <input type="checkbox"/>	They have access to a few breaks and activities, which promote physical, mental and emotional wellbeing. <input type="checkbox"/>	They have access to a choice of breaks and activities, <input type="checkbox"/>	Carer has regular opportunities to achieve the balance they want in their life; they have a broad choice of breaks and activities, which promote physical, mental, and emotional wellbeing. <input type="checkbox"/>
			Rating:	

Future Planning:

Critical Risk (4)	Substantial Risk (3)	Moderate Risk (2)	Low Risk (1)	No risk (0)
Carer is very anxious about planning and has severe concerns about managing caring. <input type="checkbox"/>	Carer is anxious about planning and has significant concerns about managing caring. <input type="checkbox"/>	Carer is not confident about planning and has some concerns about managing caring. <input type="checkbox"/>	Carer is largely confident about planning but has minor concerns about managing caring. <input type="checkbox"/>	Carer is largely confident about planning but has minor concerns about managing caring. <input type="checkbox"/>
			Rating:	

Impact on home environment / family or domestic relationships

(ascertain the negative impact on other family members within the home environment as a result of the provision of care by carers to the customer. Take into account pressure on family dynamics etc)

4	3	2	1	0
Daily substantial negative impact on family / dynamic <input type="checkbox"/>	Substantial impact on family / dynamic more than once per week <input type="checkbox"/>	Substantial impact on family / dynamic weekly <input type="checkbox"/>	Infrequent impact on family / dynamic <input type="checkbox"/>	Minimal negative on family / dynamic <input type="checkbox"/>
			Rating:	

Number of other dependents

4	3	2	1	0
More than 3 other dependents or other highly intensive additional caring role <input type="checkbox"/>	2-3 other dependents only <input type="checkbox"/>	1 other child dependent only <input type="checkbox"/>	1 other adult dependent only <input type="checkbox"/>	No other dependents <input type="checkbox"/>
Rating:				

Number of other carers providing substantial care

4	3	2	1	0
Sole carer <input type="checkbox"/>	1 other substantial carer <input type="checkbox"/>	2 other substantial carers <input type="checkbox"/>	3 other substantial carer <input type="checkbox"/>	More than 3 other substantial carers <input type="checkbox"/>
Rating:				

What weekly formal support, which has the main benefit to the Carer i.e. carer support hours, supervision hours (including privately purchased provision).

4	3	2	1	0
No support received <input type="checkbox"/>	1 – 5 hours <input type="checkbox"/>	5 – 10 hours <input type="checkbox"/>	10 – 15 hours <input type="checkbox"/>	More than 15 hours <input type="checkbox"/>
Rating:				

Service-user Circumstances

What level of personal care needs to be met by the Carer? :

4	3	2	1	0
Severe complex health and social care needs <input type="checkbox"/>	Non-ambulant – all areas of practical and personal care <input type="checkbox"/>	Ambulant – all areas of practical / personal care <input type="checkbox"/>	Some areas of practical / personal care <input type="checkbox"/>	Minimal support with practical / personal care <input type="checkbox"/>
				Rating:

What level of care from the Carer is required overnight? :

4	3	2	1	0
More than once every night <input type="checkbox"/>	Once per night most nights per week <input type="checkbox"/>	Once per night more than twice per week <input type="checkbox"/>	Infrequent <input type="checkbox"/>	No disturbance: provide supervision / safety <input type="checkbox"/>
				Rating:

What weekly formal support does the service user receive (excluding day care), including privately purchased provision ? :

4	3	2	1	0
0 – 10 hours <input type="checkbox"/>	11 – 15 hours <input type="checkbox"/>	16 – 25 hours <input type="checkbox"/>	Over 25 hours <input type="checkbox"/>	No needs <input type="checkbox"/>
				Rating:

Day care services can provide an indirect benefit to the Carer. How many days (or equivalent if receiving alternative to day care hours) does the service user receive (including privately purchased provision)?

4	3	2	1	0
No day care provision <input type="checkbox"/>	0.5 – 2.5 days <input type="checkbox"/>	3 days <input type="checkbox"/>	4 days <input type="checkbox"/>	5 or more days <input type="checkbox"/>
				Rating:

What levels of challenging behaviour are evident? :

Challenging behaviours might be things like:

- **Hurting others** (e.g. physical and/or verbal abuse to others including the carer)
- **Self-injury** (e.g. physical injuries to self i.e. pulling hair)
- **Destructive behaviours** (e.g. throwing things, breaking furniture, tearing things up)
- **Environmental** (e.g. fire risks, attempting to climb stairs unaccompanied etc)
- **Risks of leaving environment unaccompanied**
- **Repetitive behaviours** (continued verbal repetitions, following the carer around house etc)

4	3	2	1	0
Behavioural episodes every day <input type="checkbox"/>	Behavioural episodes more than once per week <input type="checkbox"/>	Behavioural episodes weekly <input type="checkbox"/>	Infrequent <input type="checkbox"/>	No behavioural episodes: provide supervision / safety <input type="checkbox"/>
Rating:				

Total Rating Score :	
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Assessed Level of Need (per table below) :	
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Translation Table: Total Rating Score to Assessed Need

Total Rating Score	Assessed Need
61 to 64	Critical Level One
56 to 60	Critical Level Two
48 to 55	Substantial Level One
40 to 47	Substantial Level Two
Less than 40	Moderate/Low

Appendix Two – Maximum Levels of Funded Respite Provision

Assessed Level of Need	Maximum Funded Respite Provision
Critical Level One	Tbc
Critical Level Two	Tbc
Substantial Level One	Tbc
Substantial Level Two	Tbc
Moderate	Tbc
Low	Tbc

Respite Resources will be allocated per the above table until the service is at capacity and then a waiting system will be operated. Where the assessed level of need is out with the parameters of this process, additional resources will require authorisation by the Chief Officer (Health and Social Care) or the Director of Education and Children's Services.