

Wellbeing and Community Health Services Planning and Implementation of Change to Supported Living

KEY:			
NCC	Northumberland County Council Adult Social Care Commissioning & Contracts	CL	Client
HP	Lead Officer representing the Housing Provider	Fam	Family carer or member
SP	Lead Officer representing the Support Provider	Adv	Advocate if one has been appointed
LD	Northumberland County Council Care Management Lead	Fin	NCC Finance

PROJECT STAGES

TASK	LEAD	OTHERS INVOLVED	DATE	NOTES
PRE-PROJECT PLANNING				
Business case for deregistering the residential care service and developing a supported living model produced	SP			
The business case rationale is evidenced	SP			
Contact Northumberland County Council Adult Social Care Commissioning and Contracts	SP			
The council agree to support deregistration of the service	NCC	SP		
Northumberland County Council Lead Identified	NCC			
Northumberland County Council Care Management Lead identified	NCC/LD			
Housing Provider/Landlord confirmed and named lead identified	HP	SP/NCC		
Support provider named lead identified	SP			

Project Board Established	NCC	HP, SP, LD		
Project Team set up	NCC			
Initial project plan and timescales developed and agreed	NCC	Project Board		
Consultation commenced with residents, families and staff	SP	LD, HP		
Mental Capacity Assessments completed	LD	CL, Fam		
Deputyship application submitted if appropriate.	Fin	CL, Fam		
Advocacy arrangements in place where appropriate	LD			
Client financial assessment completed	Fin			
Notify NCC Commissioning and Contracts fo changes, provide breakdown of service hours and cost	LD	Deputyship Team, Finance Team		
Best Interest Decision Made	LD	CL, Adv, Fam		
PROJECT START UP				
Are all residents going to stay in the property	LD, SP			
Is the service expanding to incorporate additional users	NCC, LD			
Begin process of identifying appropriate alternative accommodation if necessary	LD			
Detailed supported living proposals developed	SP	HP, NCC		
Agreement to proceed based on detailed proposals	NCC	Project Board		
Confirm proposal to deregister to residents and families	SP	LD		
Commence formal staff consultation	SP			
Reassessment of clients' needs completed	LD	SP		
Person Centred Plan updated	LD	SP, CL, Fam, Adv		
Alternative accommodation identified and move planned where appropriate	LD	CL, Fam, Adv		
Application to deregister the service submitted to CQC	SP			
Main benefit claims submitted	Fin	CL, Fam, Adv		

PROJECT IMPLEMENTATION				
Client support planning completed and care hour requirement identified	LD	SP		
Agree and sign Service Level Agreement between Housing Provider and Support Provider	SP/HP			
Rent level and service charges set and agreed	HP			
Detailed staffing profile developed	SP			
Deregistration Complete	SP			
Tenancy agreement signed	HP	CL, Fam, Adv		
Housing and Council Tax Benefit Claims Submitted	Fin	CL, Fam, Adv		
Benefits in Place	Fin	HP, SP		
Utility companies informed of change and individual bills established	HP			
Staff training completed	SP			
Confirm service changes, breakdown of service hours and cost of service to Commissioning and Cotntracts.	LD			
PROJECT COMPLETION				
Residents not remaining in ISL move to alternative accommodation	LD			
New support plans commence	SP	LD		
Transitional period and settling in to new lifestyle as tenants	CL	Fam, Adv, LD, SP, HP		
POST PROJECT EVALUATION				
Carry out review to ensure sustaining tenancy and support plan working	LD	CL, Fam, Adv, SP, HP		