

**Shared Lives Oldham**

MioCare Group  
Ena Hughes Resource Centre  
2 Ellesmere Street  
Failsworth  
M35 9AD



Tel: 0161 770 8777

Email: [SharedLivesTeam@oldham.gov.uk](mailto:SharedLivesTeam@oldham.gov.uk)

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Dear

Thank you for your interest in **Shared Lives Oldham!**

We are enclosing an information pack including background information about the scheme, which offers support to vulnerable adults, young people in transition from children's services / foster care, older people and people who have learning disabilities, physical disabilities and mental health issues.

The Shared Lives Oldham team are based at the Ena Hughes Resource Centre in Failsworth. The scheme is part of the MioCare Group (an Oldham Council-owned Community Interest Company) and is regulated by the Care Quality Commission (CQC).

If you would like to discuss the scheme further after reading this information pack, please let us know by either emailing us via [SharedLivesTeam@oldham.gov.uk](mailto:SharedLivesTeam@oldham.gov.uk) or by returning the enclosed slip in the stamp addressed envelope provided and we can arrange for a member of the team to visit you. This will give you a chance to discuss your particular circumstances and how you might become involved in the scheme. You do not have to be completely sure whether you want to become a carer, or what sort of placement you feel you could offer.

We run regular training sessions for people who are interested in becoming Shared Lives Carers and you will be required to attend these as part of the approval process. We will send you the details of these sessions when the dates for the sessions have been set.

Thanks again and we look forward to hearing from you soon!

Yours sincerely,

**Katie, Karen, Jane, Jannine and Joanne**  
Shared Lives Oldham team

*Please reply to:*     **Shared Lives Oldham**  
MioCare Group  
Ena Hughes Resource Centre  
2 Ellesmere Street  
Failsworth  
M35 9AD

Thank you for expressing an initial interest in **Shared Lives Oldham!**

After reading the enclosed information, please return the slip below in the stamp addressed envelope provided, to clarify whether you would like us to contact you and discuss further how you could become involved in the scheme.

If you do not want any further contact from the Shared Lives Oldham team, please would you still return the slip for our records.

Yours sincerely,

**Katie, Karen, Jane, Jannine and Joanne**  
Shared Lives Oldham team

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact No(s) \_\_\_\_\_

Please tick the correct box

I would like further information about the Shared Lives Scheme; please contact me to arrange a visit.

I do not require any further information; please do not contact me.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## HOW THE APPLICATION PROCEDURE WORKS



*Initial enquiry goes to the Shared Lives Oldham team...*



*The team sends out some initial information...*



*Potential applicant returns a slip stating interest...*



*If interested, a member of the team visits potential applicant to discuss the scheme / potential arrangement in more detail...*



*Applicants complete and return an application form.*

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### **The Shared Lives Oldham team will then...**

- Request references
- Make application for an enhanced DBS check
- Arrange for one of the team to be your allocated Care Coordinator, who will make approximately 6-10 home visits, supporting the carer through the approval process

### **The applicant will be required to...**

- Attend all mandatory training including a Shared Lives Oldham induction session and Care Certificate (if required to do so)
- Work with their allocated Care Coordinator to complete exercises as part of the approval process

### **For the process to then continue...**

- Care Coordinator completes a report which is presented to the Approval Panel
- When approved by panel, the 'matching' process begins
- Introductions are made and a placement is arranged / 'match' is made
- All individuals in the 'match' to receive ongoing support and placement monitoring

**SHARED LIVES OLDHAM**  
**CARER ARRANGEMENTS AND ALLOWANCES**



The Shared Lives Oldham scheme offers support to vulnerable adults, young people in transition from children’s services / foster care, older people and people who have learning disabilities, physical disabilities and mental health issues.

The table below gives an overview of the different support arrangements a Shared Lives Carer can provide and the allowance a carer would receive for each arrangement.

A member of the team will be happy to discuss the different potential arrangements with you personally and answer any questions or queries you may have.

Type of arrangement or placement	Carer Allowance
<p><b>Band 4 Arrangement</b></p> <p>A placement where the person lives permanently with the carer as part of their family however does have complex care needs and requires constant supervision and support in all aspects of daily living. Four weeks paid respite per year is provided, usually delivered in a staffed residential setting.</p>	<p><b>£436.80 pw</b></p>
<p><b>Band 3 Arrangement</b></p> <p>A placement where the person lives permanently with the carer as part of their family. The person would generally need support with most aspects of daily living. Four weeks paid respite per year is provided, usually by other Shared Lives Carers on a planned basis.</p>	<p><b>£346.50 pw</b></p>
<p><b>Band 2 Arrangement</b></p> <p>A placement where the person lives permanently with the carer as part of their family. The individual would need a significant amount of support and guidance to learn new, independent daily living skills. Four weeks paid respite per year is provided, usually by other Shared Lives Carers on a planned basis.</p>	<p><b>£291.06 pw</b></p>
<p><b>Band 1 Arrangement</b></p> <p>A placement where the person lives semi-independently with carers as part of their family however has a greater level of independence and may travel independently within the community and be in paid employment. The purpose of the placement is for the individual to build their daily living skills with the desired outcome of them moving on into a more independent living setting.</p> <p>There is no set length of time for a supported long-term arrangement, as desired outcomes are set and assessed on an individual basis.</p>	<p><b>£236.25 pw</b></p>

Type of arrangement or placement	Carer Allowance
<p><b>Day Support</b></p> <p>Structured support is provided to an individual who lives in their own tenancy, enabling them to live independently. However, the carer also involves person in their own family life and has their own home available for support.</p>	<p><b>£8.25 per session</b></p> <p>The support provided varies depending on individual's assessed needs.</p>
<p><b>Short Term Placement (ST)</b></p> <p>Any planned overnight short-stay with a carer – these can vary in length but is usually a weekend to two weeks in duration.</p>	<p><b>£277.20 per week</b></p>
<p><b>Emergency Placement</b></p> <p>Any unplanned overnight stay arranged at very short notice. Ideally the matching and introduction process is followed but due to the nature of emergencies this isn't always the case. Duration can be unspecified.</p>	<p>As Short-Term Placement (see above) but with first 72 hours paid at an enhanced rate of <b>£237.60</b></p>
<p><b>Food Contribution</b></p> <p>In addition to the carer allowance paid, individuals placed pay a weekly contribution towards their food directly to the carer this varies dependant on the type of placement offered.</p>	<p><b>£35 per week</b></p>

## SHARED LIVES OLDHAM INFORMATION SHEET FOR CARERS



### GENERAL INFORMATION

This information sheet is intended for people who have heard about Shared Lives Oldham but who would like some more information before applying to become a Shared Lives Carer.

It will explain the process of becoming a carer and the roles and expectations of everyone involved.

Shared Lives Carers are people who offer a wide range of care and support to adults with a range of needs. This can range from offering a few hours support to access the community, through to welcoming a person into their homes to live as a member of their family, either permanently or for shorter periods. Although this can be an enormously rewarding relationship for everyone involved, it is clearly a major commitment. This means that the whole process – from prospective carers enquiring about the scheme, to having a person placed with them – is necessarily a long one, taking a minimum of four months.

At any point during this process, anyone involved is free to withdraw from the scheme; we want to be sure that those people who become carers really **WANT** to become carers.

### TYPE OF ARRANGEMENT OR PLACEMENT

There are many vulnerable adults, young people in transition from children's services / foster care, older people and people who have learning disabilities, physical disabilities and mental health issues who benefit from being in an arrangement or placement with a Shared Lives Carer.

Some examples of those people (and some of their circumstances) below...

People who have lived with their parents all their lives; these parents are now getting older and are unable to care for their son or daughter any longer. In many cases it would be ideal for these people to move into another family setting as their permanent home.

Young people who have either lived in a foster placement/residential care as a child and require ongoing support after turning 18 years old.

People who have lived either in long-stay hospitals, local authority hostels or small homes for many years. These people may not have had the personal attention or opportunities the rest of us take for granted. Many of these people have expressed a desire to live as part of a family, or at least have a family to stay with occasionally.

People who might be able to live independently eventually but may need a nurturing home for a fixed period of time, where they can gain confidence and practice the skills they will need to move on. The support requirements would be less than in a band 3 or 4 Shared Lives arrangement or placement, but the person may need help with budgeting, cooking, transport, or other skills.

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People who need short term support on a regular basis to give their main carers a break. Their needs will vary, but it might be for one day a week, one weekend a month, as well as a couple of weeks in the summer.

People who might need care for a limited period of time while their main carer is in hospital, for example. This might be planned in advance, or might be an emergency situation, especially when sudden illness or bereavement is involved. A carer might welcome a person for a few days, weeks or months until the person can return home, or a more permanent placement can be found.

If you don't have a spare room, or do not feel able to offer the level of support which a longer-term Shared Lives placement requires, you can still get involved. You may be able to provide ongoing support to a person who is for the first time 'going it alone' in their own flat, but they need regular help with budgeting, shopping, emotional support, etc all provided with a 'family feel' – so you would involve them within your life as well and have your home available for support.

Because these are so varied, we are looking for a variety of people who can offer many different types of care. Whether you can offer care for a few hours, a day or two a month, or on a permanent basis, you could really enrich someone's life.

You don't have to know exactly what kind of placement you want to offer when you first apply; there will be plenty of time to discuss all the options with a member of the Shared Lives Oldham team during the course of your application.

## **BECOMING A CARER**

### **A. COMPLETING THE APPLICATION FORM**

**N.B. PLEASE MAKE SURE YOU HAVE READ THIS SECTION BEFORE YOU COMPLETE THE APPLICATION FORM.**

Because the people who are being placed are vulnerable, we obviously need to be confident in the people who are caring for them; this means that we will need to know a fair amount about you.

You can complete and send off the application form as soon as you receive it, but we recommend that you wait until you have had the chance to discuss the scheme in more detail with a member of the Shared Lives Oldham team. On the form you will be asked some basic personal details, as well as a number of questions concerning your background and previous experience.

**If you are applying as a couple, it is important that both of you complete the form, even if one of you is planning to be the main carer.**

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## **POLICE CHECK**

**We will run a Police Check (called an enhanced Disclosure and Baring Service Check (DBS) on the main carer.** We will ask you to state on the application form whether you have been convicted of any offence. If you have a Police record of any sort, this doesn't necessarily mean you cannot be a carer; each situation will be considered on its own merits. However, it is a requirement of approval that you let us know of any convictions, and discuss the situation with us, **BEFORE** the police check is run.

**ALL PREVIOUS OFFENCES, HOWEVER LONG AGO THEY OCCURRED AND WHETHER OR NOT THEY ARE 'SPENT', WILL BE RECORDED ON THE DBS CHECK.**  
**OTHER REFERENCES**

We will ask for the names of two personal referees, whom we will ask to complete a written reference **and** speak to personally. The personal references must not be relatives; ideally one should be a work reference and the other from someone who knows you and your home situation personally. If you are applying as a couple, at least one of the referees should be someone who knows you both. We also ask your GP for a reference regarding your general health.

## **B. THE APPROVAL PROCEDURE**

Once you have formally applied to be a Shared Lives Carer, a member of the Shared Lives Oldham team will become your allocated Care Coordinator and be your main point of contact. They will arrange to visit you a number of times to get to know you and your family, to discuss the scheme in more detail, and to discuss how you might become involved. During the process, a second member of the team (or a member of the Care Management team) may visit jointly.

During this time (and with support) you will be asked to complete a more detailed matching form regarding the type of care / support you could offer and the sort of person you might welcome. This form helps us to match people as effectively as possible, as well as helping you and your family think about what sort of support you could offer. You will also be asked to complete some exercises about your family routines and what you like to do together, with some space too to tell us something about your life experience. In addition, your Care Coordinator will have to look around your home to assess the available accommodation. They will also wish to meet everyone who lives in the home at least once (with potential further meetings depending on what level of support you think you will be providing if approved).

During the home visits, your Care Coordinator will go through the scheme's minimum standards and various other related documents. They will also be able to answer any financial and/or legal questions you may have. There will also be the opportunity to discuss issues that come up during the training sessions.

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## **C. PREPARATION AND TRAINING**

If you decide to apply to become a carer, then during the time of the approval procedure described above, you will also be required to attend a number of training sessions. The timing of these will vary and some will be available remotely. These sessions are very important; if you miss any sessions, you can always catch up next time the sessions are running.

At these sessions, you will have the opportunity to find out more about what it means to care for someone with support needs. The sessions will cover such issues as

- Attitudes to disability
- Welcoming someone new into your home
- Dealing with change
- Creating a relationship with the person you care for
- Respect and dignity and safeguarding adults

We will also cover the practical parts of the scheme including finance recording and administration of medication procedures and confidentiality.

We try to make the sessions as informal as possible and will include general discussions and small groups however there is a very important training aspect to them which will lead to you attaining a Care Certificate qualification.

There will also be an opportunity to meet existing carers, and to ask them questions. If you are applying as a couple, you are both be expected to attend. Also, sessions are open to all family members.

If after the preparation sessions and home visits, you still wish to continue, your allocated Care Coordinator will complete a confidential report. This report will then be presented to a panel of both professionals and lay people. The panel will consider the report, your references and any other relevant information in making its recommendations to the Shared Lives Oldham Registered Manager – it's the Registered Manager who makes the final decision about your application. If you are then approved as a carer, you will be informed in writing. If you are not approved, you will have the chance to appeal the decision.

## **D. MATCHING AND INTRODUCTION**

Once you have been approved as a carer and decided what type of placement you may be able to offer, then the matching process can begin. Your Care Coordinator will look at the needs and abilities of the people looking for placements, as well as their personalities and interests. After giving you brief written biographies of those people who may be compatible with you and your family, they will then arrange for you to meet one or more people.

When a suitable match that all parties are happy with has been found, there will be a gradual period of introduction. During this time, you will have the opportunity to meet each other and the person will be able to visit you at home – for short periods at first, building up to longer visits and possible overnight stays.

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You will be given some written information about the person and you will not be asked to take any responsibility for them until you and they are ready to. It is important to respect the confidentiality of any information you are given about people you might meet.

Your Care Coordinator will be in close contact throughout this time. There will be opportunity to ask questions, discuss any anxieties and for either side to withdraw. The length of the introductory period will vary depending on the people involved and the type of placement. The placement will not go ahead unless both you and the person are completely happy with it.

## **SUPPORT**

The support you receive will depend to some extent on the type of placement you offer. Some of the people placed in a long-term placement with a Shared Lives Carer will be occupied in some way during weekdays – working or attending a day centre outreach or college – and so the person placed with you may not be home all day, every day. However, this will depend on the person's assessed need, informed by their care act assessment (completed by their Care Manager). In addition, the person will be offered regular short-term support to give you the chance to have a break.

There will be opportunities to meet other carers for support and information both locally and at regional and national meetings, if you are interested. The Shared Lives Oldham scheme organise at least two socials and two carers meetings per year, which all carers are invited to and expected to attend. We also organise regular ongoing training and information sessions on various topics (including Safeguarding Adults training, Emergency First Aid, Health and Safety, Administration of Medication training, etc) to which all carers are invited and which it's mandatory to attend. Through the scheme, you will also have access to other people who can give you specialist advice - on DWP benefits, medical issues and HMRC, etc.

All approved carers are encouraged to join Shared Lives Plus and if offering a long-term placement, it is essential that approved carer(s) purchase public liability cover – this comes at a discounted rate through membership of Shared Lives Plus.

The person placed with you will generally have their own named Care Manager or Social Worker (in the early stages at least) who can help if the person has particular needs. In addition, you will receive regular visits from your Care Coordinator and the placement will be formally reviewed regularly. In addition to all of this, the other members of the Shared Lives Oldham team will be available to discuss any other issues which may arise and are always contactable, 24 hours a day, 7 days a week.

## **ENDINGS**

No relationship or living situation lasts forever and the scheme recognises that circumstances can change. Hopefully, if a placement needs to end it will happen positively, with the person moving on in a planned way to an appropriate setting.

If, however there are problems with the placement and it seems that it cannot continue, or if there is a sudden illness or emergency, alternative arrangements will be made.

[END]