



MANCHESTER
CITY COUNCIL



Awarded for excellence

Adult Social Care

MANCHESTER ADULT PLACEMENT & SUPPORTED LODGINGS SERVICE

INFORMATION FOR PROSPECTIVE ADULT PLACEMENT
PROVIDERS

**CARING TO MAKE A
DIFFERENCE**

Statement of Purpose

The Manchester Adult Placement Service (MAPS) aims to promote the right of individuals to live an ordinary and independent life in the community and to enjoy all the rights and responsibilities of citizenship. We will do this through the provision of a range of high quality adult placements. People living in adult placements will have the opportunity to share the daily life of the AP Carer and to live an ordinary domestic life in the same kind of home as others in the local community. The Adult Placement Workers and AP Carers are committed to promoting the physical, emotional and spiritual well being of the people in adult placements and their protection from abuse or harm.

The Team Manager, Senior and Placement Workers within the service have qualifications which include Diploma in Management Studies, DipSW, CQSW, University Degree's, CSS, NVQ Care Level 4, NVQ Assessor Awards or are working towards a recognised qualification. They all have vast experience of working within the Care Sector ranging from 5 years up to and in excess of 30 years.

The Team Manager, Seniors and Placement Workers have come from variety of backgrounds in Social Care including Child Care, Older People, and People with Learning Disabilities within Residential, Day and Network Resources.

Our administrator has completed an NVQ Level 2 in Business Administration and is vastly experienced in this area.

Details of individual staff member's qualifications and experience are held by the Team Manager.

MAPS welcomes comments on the services that it provides and is pleased to respond to suggestions from people who use the service, providers/carers and all others with whom we come into contact. We realise that it is everyone's right to complain when things go wrong and Manchester's Adult Social Care Department have a clear procedure for dealing effectively with complaints. Lessons can be learned and practice improved as a result. A process which MAPS operates and welcomes.

If you wish to comment, compliment or complain you should write, and or, discuss in the first instance with the placement worker/care manager involved. This will be dealt with informally and may involve the Team Manager of both MAPS & Care Management.

If you wish to take a formal approach, you should write to the following address:-

Customer Services Officer, Manchester City Council, Adult Social Care,
Town Hall Extension, PO Box 536, Manchester M60 2AF

Telephone: 0161 234 3946

E-mail: ascfeedback@manchester.gov.uk

Online form:

www.manchester.gov.uk/adultsocialcare/access/complaints/indexhtm

If you need help with the form, we will be pleased to help you.

This leaflet is available in large print, Braille, and in other formats.

If English is not your first language, phone your link worker on 0161 234 3297.

Alternatively you could also contact CQC.

The inspector for Manchester Adult Placement Service can be contacted at:-

CQC (Care Quality Commission)
North West Regional contact team
3rd Floor
Unit 1, Tustin Court
Port Way
Preston
PR2 2YQ

Tel, 01772 730 100

Fax, 01772 730 176

Email: enquiries.northwest@csci.gsi.gov.uk

Structure of the Manchester Adult Placement Service

Michelle Libbey-Simpson
Registered Manager of Service



Dot Ainscough
Senior Placement Worker
Yvonne Kenny
Senior Placement Worker



<p>Long Term (including Supported Lodgings) Daphne Maull Graham Windress Phil Taylor Amanda Allwood Victoria Smith</p>	<p>Long Term work predominantly with learning disabled people, but long term placements for older people are developing. This service is available to all adult groups. Supported Lodgings provides to all service user groups. Referrals are made from people with mental health problems, young people and people with learning disabilities.</p>
<p>Short Term (including LD Respite and Sitting & Befriending) Brendan Gaffney Sue Sanchez</p>	<p>LD Respite provides overnight support to adults of both genders with a learning disability. S&B provides day support either in the SU home or in the carers home for people of both genders who are over 60 years of age or have a physical disability, except for the HIV service which provides support to any adult.</p>
<p>Assessment of Prospective Providers All Placement Workers</p>	<p>All placement workers are involved in the recruitment and assessment of prospective providers.</p>



Donna England
Administration

WHAT IS ADULT PLACEMENT?

Adult Placement is a mainstream service of Manchester Social Services provided by approved individuals or families, known as Adult Placement Providers.

The Manchester Adult Placement Services scheme widens the choice of services open to vulnerable people living in the community, giving them the opportunity of experiencing life within another family setting; or receiving informal support in their own home or the community.

The people who may be able to access our services come from a range of service user groups for example: Older People, People with Physical and / or Learning Disabilities, People with Mental Health needs and young people who are in transition (Coming from Children's services to Adults)

ADULT PLACEMENT OFFERS A FLEXIBLE RANGE OF SERVICES

Long Term Care (Adult Placement & Supported Lodgings)

Within Long Term a person will come to live in your home for an open ended period of time. If you are providing long term adult placement care, you are entitled to 42 days break each year. Referrals for Long Term care are predominantly for people with Learning Disabilities. Supported Lodgings provides to all service user groups. Referrals are made from people with mental health problems, young people and people with learning disabilities or physical disabilities.

Short Term Care

The person may come to stay in your home for periods varying from 1 night to a few weeks. It would be hoped that these breaks would become a regular occurrence for the individual to build a relationship with you. The person using the service and their family will then benefit from having regular breaks.

Sitting & Befriending (see separate Fast Track application form)

The purpose of day support is to relieve social isolation, giving families a break and to develop the person's skills and confidence. This may occur within your own home and / or within the community.

WHO IS THE SERVICE FOR?

The service is available for vulnerable people aged 18 years and over, who have had a Social Services Community Care Assessment, which indicates that they are eligible for this type of service.

This service is mainly used by adults with a learning disability or older people with a degree of physical or mental frailty. In addition the service is sometimes used by people with a physical disability or mental health need.

WHO CAN BECOME ADULT PLACEMENT PROVIDERS?

Anybody can. No formal qualifications or previous care experience is needed to become an Adult Placement Provider. We are looking for individuals who come from a wide variety of backgrounds and have different skills and experiences. Adult Placement Providers need to be flexible, sensitive, tolerant, and patient and above all have a genuine interest in caring for vulnerable people.

The Adult Placement Provider may care for the individual in their own home, in the community or in the home of the service user. If you have any doubts as to your suitability, we are always willing to have an informal discussion to chat about your suitability.

We welcome applications from all the diverse communities and cultures of Manchester so that we can provide a wider choice to people who use the service. In terms of long term care we can only accept carers who live in the City of Manchester.

WHAT SORT OF CARE SHOULD I OFFER?

This depends on many variables. Obviously, you may have particular commitments and responsibilities which will limit the time you have available. In addition, the physical layout of your home may affect the service you can offer, as we do insist that the person using the service has their own room, if you are offering short or long term care.

HOW DO I BECOME APPROVED AS A FAMILY BASED PROVIDER?

All Adult Placement Provider's are subject to an approval process. The approval process involves individual assessment and attendance at training services. This process is essential to protect the vulnerable adults placed.

INDIVIDUAL ASSESSMENT

Prospective Provider's and members of their household are visited on several occasions by an Adult Placement Worker and a full social history and an assessment of their suitability is undertaken. A detailed application is completed and references are taken from your G.P. and two people who know you well, one of which has to agree to a home visit being made in order to further verify

their reference. Criminal Record checks are carried out on the Provider; and all adult members of the household where care is provided in their home. We also make checks within the Social Services Department.

If you are interested, particularly, in providing Long Term Care, the assessment may be carried out by two Placement Workers. A report is then written which you will see, and submitted to an independent panel for approval.

Following approval, all Adult Placement Provider's are asked to sign a Service Agreement.

TRAINING

Training is provided to help develop the skills, confidence and knowledge of Provider's. Information, both verbal and written is given during the training sessions. It covers information on adult placement, working with older or disabled people, health and safety and first aid. Training is mandatory, unless the Provider can show they are already competent in that area. Training is provided flexibly and can be delivered in different ways.

Provider's who have no knowledge or experience of the vulnerable people may be asked to attend placements within mainstream Social Services provision. The purpose of this is to provide you with additional information and for us to further assess your suitability. Further training is also available, including NVQ's, and specialist training such as Mental Health Issues, Dementia, Autism etc.

WHAT SUPPORT WILL I RECEIVE?

An Adult Placement Worker will keep in regular contact with you and offer any necessary support. You will also be given details of people who can be contacted in an emergency.

The person placed will have a Care Manager, who will support them within the placement.

Other Provider's are often a valuable source of support and the new Providers will get to meet others during training and the course of their work. We also have regular Provider Information Days which are held once every 2 months, everyone is welcome to attend these, and this is a good forum to exchange and or clarify information.

PLACEMENT GUIDELINES AND PROCEDURES

When looking for a placement for a vulnerable adult, the Adult Placement Worker's will go through a matching process.

An introductory meeting is set up, to allow you to meet each other. When, and if, everyone, including you, the Adult Placement Provider, is satisfied that the match is the right one, the placement will go ahead.

There is a system of reviews for all placements. The emphasis, in terms of good practice, is on monitoring and reviewing. We expect all parties to participate, including the person using the service, their family and the Adult Placement Provider.

Providers will have their own annual review to consider their view of the service, their development, training and support needs.

FINANCIAL MATTERS

Provider's are not employees of Manchester City Council but are viewed as self employed and are therefore required to sort out their own tax and national insurance. Retainers are not paid between placements, but experience has shown that Adult Placement does provide a regular income for many people.

PAYMENTS

Adult Placement Provider's are paid a set rate, which is regularly reviewed, for each particular service they provide. The payment rates are above the national minimum wage. Some Providers choose adult placement as their full time work, whilst others work only part time.

A set rate is paid for introductory visits.

Providers who use their own transport will receive a mileage allowance commensurate with the service requested.

Your allocated Placement Worker will discuss the financial payments in more detail with you, you will be asked to submit invoices for work done, these will be supplied by the office.

MAPS Payment Rates

Sitting & Befriending (Short Term)

In Providers own home		
Monday to Friday	8am to 6pm	£6.00 per hour
Monday to Friday & Bank Holidays	6pm to 8am	£7.00 per hour
In the Community or Service User's home		
Monday to Friday	8am to 6pm	£7.00 per hour
Monday to Friday & Bank Holidays	6pm to 8am	£8.00 per hour

Waking Night	10pm to 8am	£60.00 per night
Mileage	"Out of Area" will be classed as 2 miles from Provider's own home.	35p per mile

Learning Disability Family Respite (Short Term)

OVERNIGHT - For people who use the service requiring no personal care		
Total Payment	CLDT Contribution	SU Contribution
£49.63 per night	£36.13 per night	£13.50 per night
OVERNIGHT - For people who use the service requiring personal care		
Total Payment	CLDT Contribution	SU Contribution
£72.63 per night	£59.13 per night	£13.50 per night
Day Care		
Monday to Friday	8am to 6pm	£7.00 per hour
Monday to Friday & Bank Holidays	6pm to 8am	£8.00 per hour

Adult Placement Link Respite Care (Short Term)

Total Payment	Provider Contribution	Department Contribution	SU Contribution
£45.50 per 24hr	£16.00 per 24hr	£16.00 per 24hr	£13.50 per 24hr

Long Term Adult Placement or Supported Lodgings (Community Care Funded Placements)

These placements are funded on an individual basis based on the needs of the person placed but would normally be based on the Supporting People Payments.

Long Term Adult Placement or Supported Lodgings (Supporting People Funded Placements) The payments for these placements are set and controlled by each local authority. The current payments are: Long Term Adult Placement £203.68 and Supported Lodgings £140.31

TAX and NATIONAL INSURANCE

Provider's are required to register with their local tax office and are responsible for arranging their own Income Tax and National Insurance payments. We are able to advise you on these matters.

BENEFITS

Some, but not all State Benefits may be affected by payments from the Adult Placement. Again more information can be obtained from the service.

INSURANCE

Manchester City Council provides essential insurance cover for all Providers' – you will need to advise your Motor, Personal and Household Insurer's that you are acting as a Provider with the service.

FINALLY...

Participation in Adult Placement is varied. The aim of the service is to provide an individually tailored service meeting the needs of the individual. The work can be very demanding but Provider's also find it very rewarding to see the person they care for thrive and have the best opportunities in life.

Please complete the following pages 11-16 (Application Form) and return to:

**The Administrator
MAPS
1st Floor Crossacres Resource Centre
1 Peel Hall Road
Manchester
M22 5DG**

PRIVATE & CONFIDENTIAL

Carer Application Form

Please fill in all details as appropriate and give full addresses

1. Applicant details

	1 st Applicant	2 nd Applicant
First name		
Surname		
Known as		
Former names (if applicable)		
Date of birth		
Age		
Current Address		
Home telephone		
Work telephone		
Mobile number		
E-mail address		
How long at current address (if less than 5 years please give previous address)		

1. Other members of your household

Name	D of B	Age	Relationship to you	Current occupation

2. Work experience (paid and unpaid)

Applicant 1

Description of your work experience	Start and finish dates

Continue on a separate sheet if necessary

Applicant 2

Description of your work experience (Continue on a separate sheet if necessary)	Start and finish dates

3. What support would you like to provide

Listed below are the services we provide to service users – **please tick which you feel you would like to be approved for** – if you are not sure please ring 0161 437 3953 to discuss further.



Long Term	<input type="checkbox"/>
A service user moves to live with an approved provider, as a family member, with no definite end planned. This service is usually for adults with learning disabilities.	
Short Term	<input type="checkbox"/>
A service user spends a period of time with an approved provider with a clear time limit. This may be regular weekends, specific weeks, or a temporary period, with no planned end date but definitely not long term. These services are predominantly for adults with learning disabilities.	

4. References (please note – Relatives or partners cannot act as personal referees)

	1 st Applicant	2 nd Applicant
Medical reference Please note the name, address and telephone number of your GP		
Personal references Please give details of two people who you have known for more than 2 years. State name and address and telephone number. Also how long they have known you and in what capacity.		
Personal references Please give details of two people who you have known for more than 2 years. State name and address and telephone number. Also how long they have known you and in what capacity.		
Employer's Reference Or 3 rd personal reference		

5. History

	1 st Applicant	2 nd Applicant
Have you ever applied to become an AP carer in the past?		
Have you ever been registered with R&I, CSCI or NCSC?		

6. Tell us more about you

	1 st Applicant	2 nd Applicant
What are your hobbies and interests?		
Why do you want to become a carer?		
What do you have to offer?		

Please tell us how you heard about Manchester Adult Placement

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8. Consent and agreements of Applicants

Name of Applicant:

I declare that I have no criminal convictions **or** (delete as applicable)
I have criminal convictions that I (even those that are deemed to be spent) am willing to discuss

I declare that I know of no conflict of interest **or** (delete as applicable)
I am aware of conflict of conflicts of interest that I am willing to discuss relevant to my applications as an AP carer

I consent for detailed checks and references to be taken up to support my application to become an Adult Placement Carer. I understand that these checks could involve information about myself of a confidential medical and personal nature.

I consent for information about me to be kept by MAPS both in paper and on a computer database

I consent to information being passed by MAPS to the regulatory body as required

I am eligible to work in the UK and my NI number is:

Signature of applicant	Date
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Name of Applicant:

I declare that I have no criminal convictions **or** (delete as applicable)
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I consent for information about me to be kept by MAPS both in paper and on a computer database

I consent to information being passed by MAPS to the regulatory body as required

I am eligible to work in the UK and my NI number is:

Signature of applicant	Date
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Consent and agreements for adult (over 18) household members living with the applicants

Name of adult:

DOB:

I declare that I have no criminal convictions **or** (delete as applicable)
I have criminal convictions that I (even those that are deemed to be spent) am willing to discuss

I declare that I know of no conflict of interest **or** (delete as applicable)
I am aware of conflict of conflicts of interest that I am willing to discuss relevant to my applications as an AP carer

I consent for detailed checks and references to be taken up to support my application to become an Adult Placement Carer. I understand that these checks could involve information about myself of a confidential medical and personal nature.

I consent for information about me to be kept by MAPS both in paper and on a computer database

I consent to information being passed by MAPS to the regulatory body as required

I am eligible to work in the UK and my NI number is:

Signature of applicant	Date
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Name of adult:

DOB:

I declare that I have no criminal convictions **or** (delete as applicable)
I have criminal convictions that I (even those that are deemed to be spent) am willing to discuss

I declare that I know of no conflict of interest **or** (delete as applicable)
I am aware of conflict of conflicts of interest that I am willing to discuss relevant to my applications as an AP carer

I consent for detailed checks and references to be taken up to support my application to become an Adult Placement Carer. I understand that these checks could involve information about myself of a confidential medical and personal nature.

I consent for information about me to be kept by MAPS both in paper and on a computer database

I consent to information being passed by MAPS to the regulatory body as required

I am eligible to work in the UK and my NI number is:

Signature of applicant	Date
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Equal Opportunities Monitoring Form

MAPS are committed to a policy of equality of opportunity in the assessment and approval of carers. Prospective carers will be judged on their merits regardless of race, colour, gender, sexual orientation, disability, age or any other factor, which could be used to discriminate against them.

In order to monitor our assessment and approval methods we would ask you to complete this form and return it with your application (in a separate envelope if you wish). This information will be separated on receipt and held in confidence and the approval panel will not see it. There is no obligation to complete this form and not doing so will have no effect upon your application.

Name

Age	Gender
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Please tick where appropriate

I would describe my marital status as:			
Single	<input type="radio"/>	Widowed	<input type="radio"/>
		Divorced	<input type="radio"/>
		Separated	<input type="radio"/>
Married	<input type="radio"/>	Attached	<input type="radio"/>

I would identify myself most with this ethnic group	
Please tick one from this column	Please also tick one from this column
British <input type="radio"/>	Asian <input type="radio"/>
English <input type="radio"/>	Black <input type="radio"/>
Irish <input type="radio"/>	Chinese <input type="radio"/>
Scottish <input type="radio"/>	White <input type="radio"/>
Welsh <input type="radio"/>	
Other (please specify if you wish) <input type="radio"/>	Mixed ethnic background (please specify if you wish) <input type="radio"/>
	Other (please specify if you wish)