

CARERS BUDGET ASSESSMENT	 Cumbria County Council	
	P16 - PROCEDURE	v2.1 2016-04-04

WARNING! PLEASE NOTE IF THE REVIEW DATE SHOWN AT THE END OF THIS DOCUMENT HAS PASSED, THIS PROCEDURE MAY NO LONGER BE CURRENT AND YOU SHOULD CHECK THE [E-LIBRARY](#) FOR THE MOST UP TO DATE VERSION

THIS PROCEDURE APPLIES IN THE FOLLOWING DIRECTORATE(S)/ UNIT(S)

- Health and Care, including Cumbria Care

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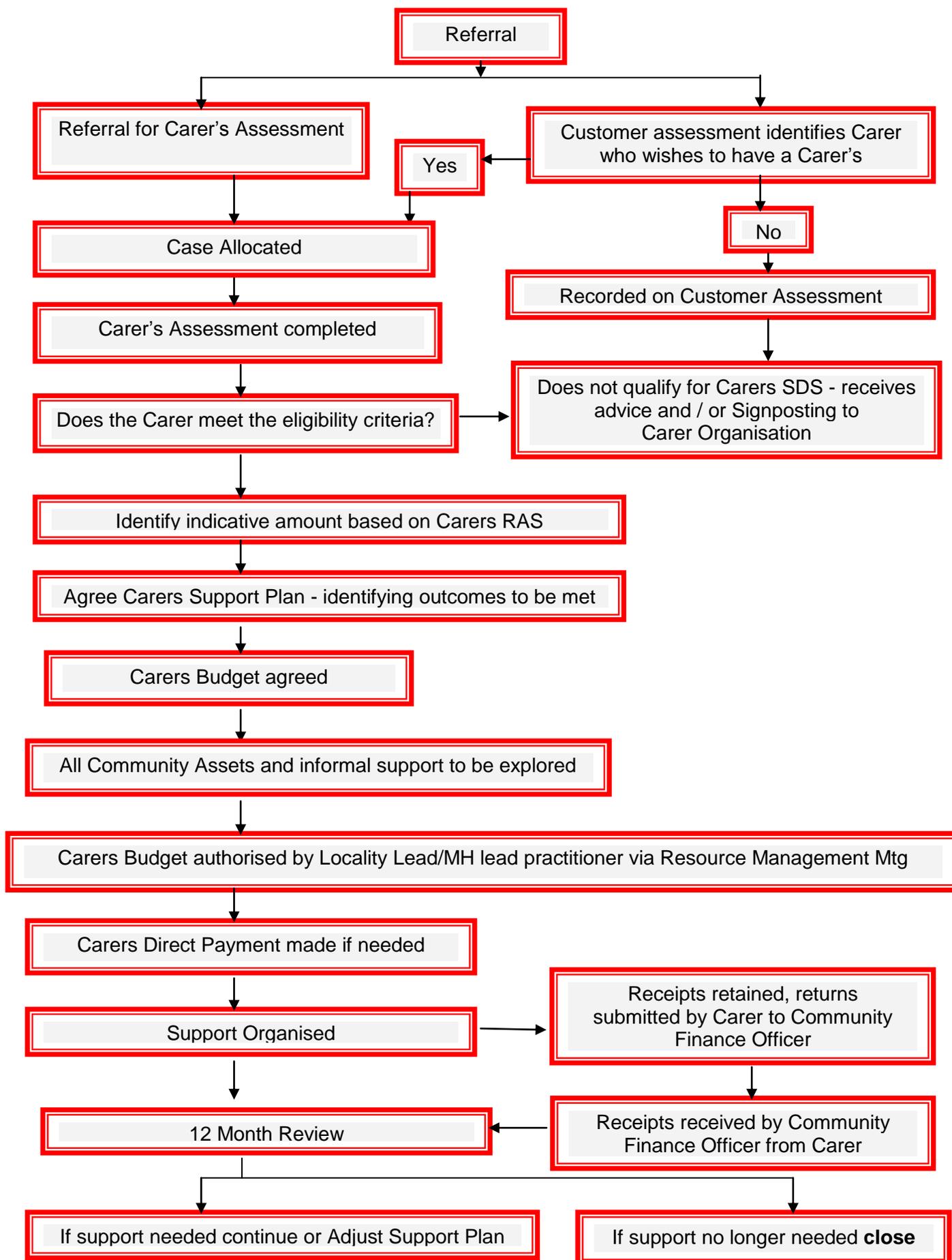
1. Background

This procedure sets out how Carers Assessments may lead to the provision of a Carers' Budget to contribute towards support for a Carer, using the Carers Resource Allocation System.

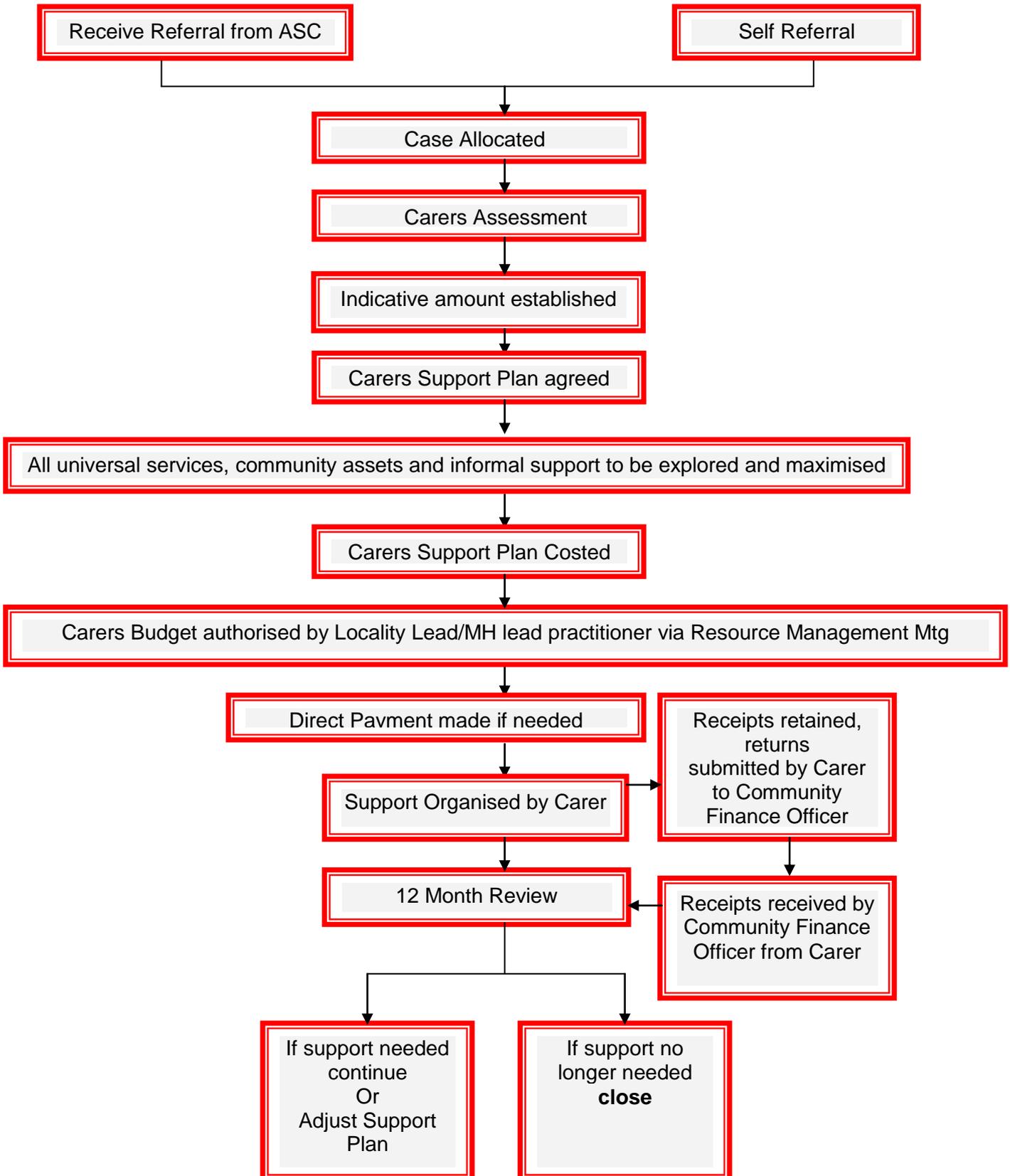
The procedure includes two process flowcharts: one for Health and Care staff and one for assessors in Carers Organisations. It also includes a Care Act Compliant Carers Resource Allocation questionnaire and some case studies on the use of Carers Budgets and some Frequently Asked Questions.

This procedure should also be read in conjunction with guidance on when a carers assessment should be undertaken, e.g. on the [County Council website](#).

2. Flowchart for carers assessed by locality Health and Care teams



3. Flowchart for carers assessed by carers organisations



4. Carers Resource Allocation System

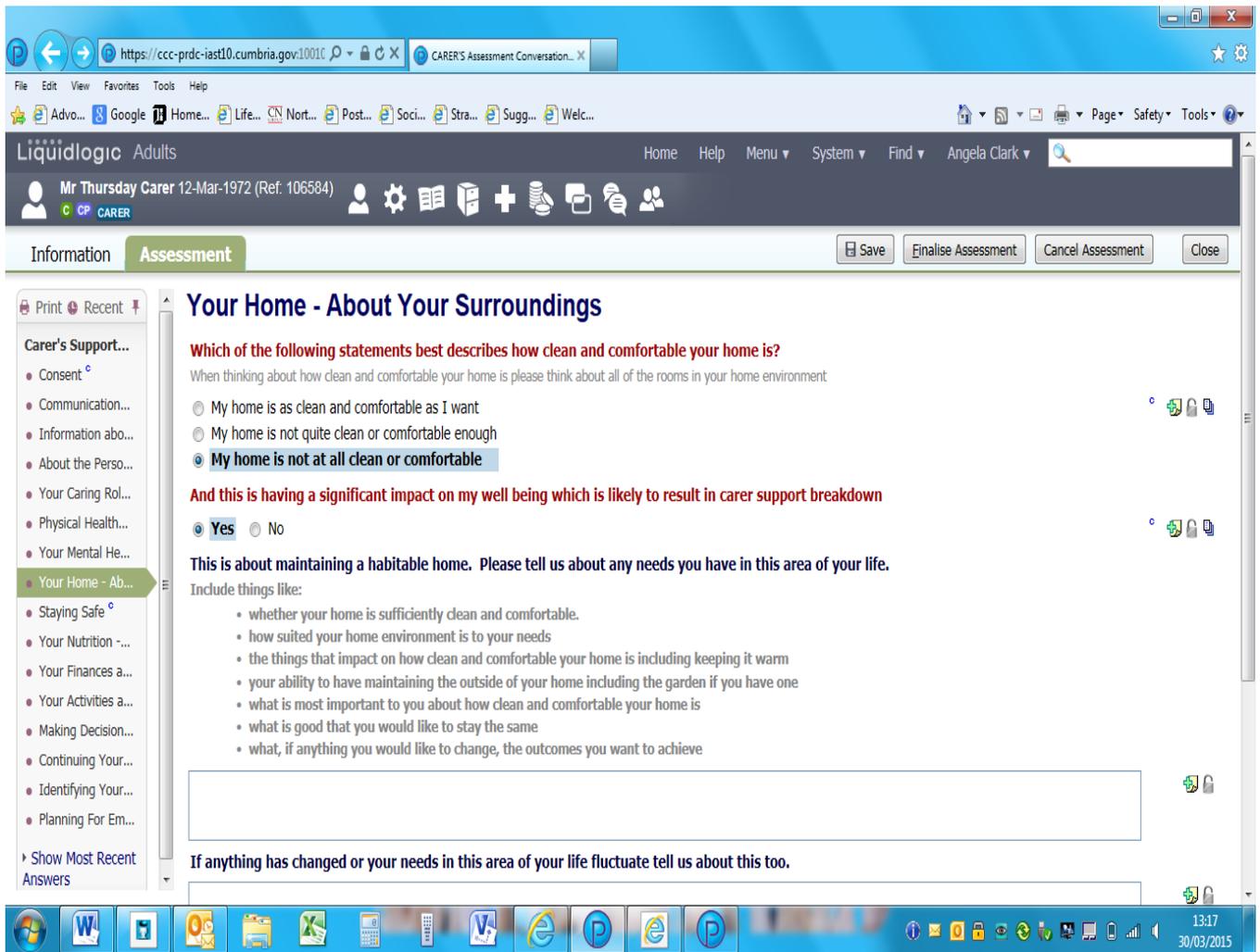
The carer's indicative resource is determined by information collected during the assessment process. The scores and associated indicative amount are allocated according to the answers to the following questions, asked within the assessment domains relevant to carers with support needs:

- Thinking about encouragement and support in your caring role, which of the following statements best describes your present situation?
- Which of the following statements best describes how clean and comfortable your home is?
- Thinking about your personal safety, which of the statements best describes your present situation?
- Thinking about how much time you have to look after yourself – in terms of getting enough sleep or eating well – which statement best describes your present situation?
- Do you usually deal with finances and paperwork, for example, paying bills, writing letters by yourself?
- Thinking about how much social contact you've had with people you like, which of the following statements best describes your social situation?
- Which of the following statements best describes how you spend your time?
- Which of the following statements best describes how much control you have over your daily life?

Each question has four answer options and an amount is triggered based on the answer selected.

The indicative resource statement is populated automatically from the completion of the assessment in IAS.

Complete Carer's Assessment Conversation and Self-Assessment



Answers are copied forward into the Carer's Resource Allocation Questionnaire and are read only

Browser window showing the URL: https://ccc-prdc-iastr10.cumbria.gov:10010 CARER'S Resource Allocation Que...

Navigation: Home Help Menu System Find Angela Clark

User: Mr Thursday Carer 12-Mar-1972 (Ref: 106584) CP CARER

Buttons: Save Finalise Assessment Cancel Assessment Close

Carer's Resource Allocation

- Your Home - About Your Surroundings**

Which of the following statements best describes how clean and comfortable your home is?
When thinking about how clean and comfortable your home is please think about all of the rooms in your home environment

My home is not at all clean or comfortable

And this is having a significant impact on my well being which is likely to result in carer support breakdown

Yes
- Staying Safe**

Thinking about your personal safety, which of the statements best describes your present situation?
By 'personal safety' we mean feeling safe from fear of abuse, being attacked or other physical harm.

I am extremely worried about my personal safety

And this is having a significant impact on my well being which is likely to result in carer support breakdown

Yes
- Your Nutrition - Eating and Drinking**

Thinking about how much time you have to look after yourself – in terms of getting enough sleep or eating well – which statement best describes your present situation?

System tray: 13:18 30/03/2015

Scores are populated from the carer's assessment

The screenshot displays a web application for 'Liquidlogic Adults' with a user profile for 'Mr Thursday Carer 12-Mar-1972 (Ref. 106584)'. The 'Assessment' tab is active, showing a table of assessed needs and their indicative amounts. The total indicative resource allocation is £1,000.00.

Assessed Need	Indicative Amount
Your Home	£150.00
Risk of Carer Support Breakdown	£100.00
Personal Safety	£150.00
Risk of Carer Support Breakdown	£100.00
Eating and Drinking	£150.00
Risk of Carer Support Breakdown	£100.00
Social Contact	£0.00
Risk of Carer Support Breakdown	£0.00
Activities, Education and Employment	£150.00
Risk of Carer Support Breakdown	£100.00
Control over Daily Life	£0.00
Risk of Carer Support Breakdown	£0.00
Total	Indicative Resource Allocation
	£1,000.00

Completion of the third option button attracts an indicative amount of up to £150 for each field.

This is followed by a fourth option button, **and this is having a significant effect on my well being which is likely to result in carer support breakdown.**

If completed **yes** this attracts an additional indicative amount of up to £100 for each field completed.

Once the carer's indicative amount has been identified, this potential resource could be used in part or where necessary, in full, to contribute towards meeting the assessed needs in the carers support plan.

The total amount indicates the Carers Budget required to enable the carer to continue to care. However it may be that the Carer can be supported with a lesser budget.

5. Carers Support Planning

A Carers Budget is only a part of the Carers Support Plan. This is the document that must be used to agree with the carer what outcomes are to be met with the Carers Budget and how much the budget should be. Some of the support required for the Carer can often be provided by Carers Organisations or from universal services without an additional financial cost. All community assets and other resources should be explored thoroughly to determine if they can meet the outcomes identified in the Support Plan. Also consider carefully whether this is a legitimate need of the Carer or whether it should be provided as a service to the Customer.

Carers Budgets must not be used to circumvent the charging policy for the Customer, conversely, if the Customer's care package is to be augmented to provide relief to the carer, above what might be considered to be the usual needs of the customer, the customer must agree, as there may be charging implications for the customer.

6. Carers Budget Payment

A direct payment in the form of a Carer's Budget can be made to the carer by Health and Care, in the form of Pre-payment card. Receipts are to be retained by the Carer or their representative for audit. No other payment methods are envisaged.

All transactions will be coded as follows:

- Cost Centre – Team Cost Centre
- Nominal – 50900
- Funding Source – P124
- Project – Carers ID

The Funding Source will differentiate direct payments for Carers from those for the Customer or Cared For.

APPENDIX 1 – Case Studies

The following case studies illustrate how carers budgets can be used to help carers continue to care.

1. Couple have a break together

A Carers Budget has helped Joan continue caring for her disabled husband, Eric.

Joan has been a full-time Carer since 2001, but had combined caring with employment as a lecturer since 1987, when Eric began to suffer post-traumatic stress disorder brought on by his military service experiences.

Eric is also physically disabled, with type two diabetes and experiences symptoms including a lack of energy and extensive sleeping.

Joan chooses to receive a payment and the accompanying control, opting for a Carer's budget rather than a break for only her husband, as Eric experienced separation anxiety and didn't enjoy his respite stays away from her.

Importantly, this meant they could plan together for a joint activity. "If I was somewhere away from him I would be worrying about him," she said. Joan involved Eric in how to take a modest break together in London.

2. Sister supported to care for her relatives

Dorothy cares for her sister Jane, who has Downs Syndrome, and her severely ill mother Doris. Both live with Dorothy, who also works. Dorothy has not had time-off from either her job or her caring role for many years. Neither her Jane nor Doris wants to use traditional respite or day care because of the distance and separation. Dorothy's late father was a gardener to a large house and the neglect of their current small garden distresses her mother and compounds Dorothy's guilt feelings for having to work.

In addition to receiving a volunteer gardener, recruited by her local carers organisation, Dorothy also uses a Carers budget to partly pay for help to manage the heavier tasks in her garden. This enables her to relax and gives her short breaks outdoors to recuperate while being more available to continue to care for her sister and mother.

3. Mabel

Mabel cares for her elderly next door neighbour Harry. She has previously refused a Carers' assessment even though she helps him get up in the morning and go to bed at night. In addition, Mabel prepares meals for Harry and does his washing. Mabel telephoned the Council to request a Carers' assessment when her washing machine broke down. Mabel is getting older herself and stated she was unwilling to continue to care for Harry if she had to do his washing by hand. Mabel was given a one off Carer's budget to purchase a new washing machine. This avoided carer breakdown or withdrawal and an expensive package for Harry from a stranger.

4. Daughter relieves her father

Brian and Erica moved some distance away from their only daughter Jasmine when Brian retired. Erica developed MS and her husband is her main carer. They used to like to visit Jasmine often for breaks, to see their grand-child and for Brian to have some much-needed respite, as their daughter is happy to care for her mother when she stays.

The distance necessitates at least one overnight stay with Jasmine. Although Brian is still confident to drive, the progression of Erica's MS has meant difficulties with transfers at Jasmine's bungalow, making a visit harder work for him than staying at home. They had stopped visiting and greatly miss this emotional and practical support. The couple are not keen for Erica to have respite elsewhere.

A Carers budget has enabled the purchase of a portable hoist, enabling Brian to have some respite, while they both stay with their daughter.

APPENDIX 2 – Frequently Asked Questions

The following have been drafted to help assessors. It is almost impossible to foresee every conceivable eventuality, so an element of professional judgement will always be needed.

1. What is a Carer's assessment?

Carers have a legal right to an assessment of their needs if they have the appearance of need. A Carer's Assessment is the opportunity to discuss and/or have recorded a caring situation and the level of help a person may need with caring. It includes assessment of any help a Carer might need to maintain their own health and balance caring with other aspects of life, like work and family. The assessment is about the needs of the Carer as a person rather than the person they care for and looks at the Carers needs.

The assessment is a means of deciding what help to provide. The assessment will not assume that a person wishes to continue to provide the same amount and level of care.

A person also has the right to an assessment if they intend to look after someone in the future – for example, if the person is in hospital and they expect to look after them when they return home.

2. What if a Carer's situation changes?

If someone has already had an assessment but the caring situation has changed, they have the right to ask for a review. The review is undertaken by the person most involved with the caring situation, Carers organisation assessor or Social Care staff.

3. What if the person cared for doesn't want anything to do with Health and Care Services?

A Carer has the right to a Carer's assessment by themselves, looking at their own needs, even if the person they care for declines an assessment and doesn't want any services. They do however have to be providing necessary care to the person they care for. After the Carer's assessment, a Carer may be able to get support just for themselves.

4. Who will undertake Carers' assessments?

Carer's organisations assessors and staff in locality teams. If the person is eligible, they will also identify indicative amounts to fund Carer's support according to the Carers Resource Allocation System (RAS)

5. What is the Carer Support Plan?

This support plan is a record of an agreement made between the Carer and Cumbria Adult Social Care that describes how the support needs are to be met. Support may be through information and advice, universal services, and if applicable, it confirms a Carer's budget and how it will be spent and managed.

6. What if the costed Support plan comes out less than the indicative amount arrived at through the RAS?

The indicative amount is what its name suggests; it just gives an upper indication as to the possible cost of the support plan. The cost of the support plan will often be less. It is for the assessor to identify needs with the Carer, for support, to achieve the desired outcomes identified in the Support Plan and not try to work up to the amount indicated by the Carers Resource Allocation System.

7. What happens when an assessment has been completed?

A person should receive a written copy of their Carer's Assessment after it has been completed. This will summarise the discussions and include an action plan if Carers' services are to be provided following the assessment. Assessments should be reviewed on a regular basis according to the Carer's wishes and changing needs, and should be kept up to date.

8. If a Carer's Budget is allocated, how is the amount worked out?

This is done by the Carers' Resource Allocation System. This is an open process to aid transparency, equity and fairness.

9. How will the money be paid?

Payment will be made by a prepayment card; receipts are to be retained by the Carer or their representative for audit. No other payment method is envisaged.

10. Who performs the Review?

Whoever has had the greater involvement, Carer's org assessor or Social care staff will review the support plan at least annually to ensure it is working as intended, earlier review can be triggered at the request of the Carer, Carer's org rep or when the carer's assessor deems necessary.

11. What happens to information collected and recorded?

The Carers Assessment is a document that belongs to both the Carer and the assessor. Information gathered is held by the assessor in confidence and in accordance with the Data Protection Act. Information will not be shared with other professionals without the consent of the Carer, unless Health and Care is required by law to do so or there are exceptional circumstances, such as the safety of the Carer or the safety of a third party.

12. Can the RAS be spent on transport to visit a cared for person who has entered a residential home on a long-stay basis?

No, a Carer of a person who has entered residential care may no longer receive a payment.

13. If a Carer loses income because of the time spent caring, can a Carer's Budget replace this?

No, a Carer's Budget is not a form of local benefit; it is to help a person continue caring.

14. Does the Carer's Budget affect a Carer's benefit entitlement?

No, the Carer's Budget is akin to a service received, after an assessment from the Authority; as such, it does not affect benefits.

15. Will the Carer need to open a separate bank account to receive payments?

No, they are not obliged to, but may find it helpful to do so, for ease of presenting records to the Authority when Carer's Budget payment records are audited and for privacy.

16. Can a Carer receive more than one payment, if caring for more than one person?

No, but the overall impact of all their caring roles may be taken into account when setting the level of the indicative amount.

17. Can a Carer use the Carer's Budget to buy a telecare service?

Only in exceptional circumstances, but usually this will be addressed through assessment of the customer.

18. What if the Carer disagrees with their Carer's budget indicative amount?

You may submit a complaint under the complaints process

19. If more than one person is providing care, can more than one Carer's budget be allocated?

Yes, each carer will be assessed as to their needs.

21. Can short term residential care for the customer be purchased using a Carer's Budget?

No, this is a service for the customer and will be financially assessed.

22. Does a Carers Budget affect my benefits or tax position?

No, a Carers Budget is treated like a service received from Health and Care.

DOCUMENT HISTORY

RELATED DOCUMENTS	
OTHER RELATED DOCUMENTS	<ul style="list-style-type: none"> • ASC-P35 Procedure Assessment • Guidance – Assessment • ASC-P36 Procedure Eligibility • Guidance – Eligibility • ASC-P3 Procedure Case Recording Standards • Guidance – Accessible Information • IAS Guidance
LEGISLATION OR OTHER STATUTORY REGULATIONS	<ul style="list-style-type: none"> • Care Act 2014 • Carers Equal Opportunities Act 2004 • Carers and Disabled Children's Act 2000 • Carers (Recognition and Services) Act 1995
DOCUMENTS SUPERSEDED BY THIS PROCEDURE	Carers Budget Assessment v1.2 2012-11-10

APPROVAL AND REVIEW	
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Consultation: <i>(Insert details of who has been consulted on this procedure)</i>	<ul style="list-style-type: none"> • Assistant Director(s) – Amanda Evans • Finance – David Wood • Cheryl Page • Davina Jenkins • Nick McCarthy • Care Act Carers Subgroup
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DOCUMENT CHANGE HISTORY

<i>Version No</i>	<i>Date</i>	<i>Author</i>	<i>Reason for change</i>
v1.0	2012-09-20	Julian Legat	N/A – first issue
v1.1	2012-01-10	Amanda Evans	Examples in Appendix 1 changed to better reflect carers' needs.
v1.2	2012-11-20	Julian Legat	Process amendments to flow-charts
v1.3	2014-03-06	Julian Legat	Minor amendments made to Appendix 2
v2.0	2015-04-01	Julian Legat	Re-written to reflect Care Act 2014
v2.1	2016-04-04	Julian Legat	Minor changes made to wording.