



south ayrshire
health & social care
partnership

Planning for Moving On

March 2022



TRANSITION BETWEEN CHILDREN WITH DISABILITY TEAM AND ADULTS WITH LEARNING DISABILITY TEAM

NOTE: Elements of this plan can be considered in transitioning to other adult teams

The transition between Children's Services and Adult Services needs to be managed to ensure there is an appropriate transfer of services where required.

This process will be supported by Transition Meetings, where plans will be reviewed by the Management team to ensure all planning is in place.

This should be read in conjunction with Young People in Transition Protocol 2022-2026

Transfer Planning: Young People allocated within CFDT:

- Transfer will take place at the most appropriate time for the young person. Where the young person requires complex care and longer term support, then earlier transfer to the Adult Team will be considered.
- All young people should be highlighted to the Adult Team from the age of **14 years**. This will allow for future planning for accommodation, staffing and supporting families to manage the transition process. Discussions with regards to the need for Guardianship must be started at an early stage. Both Welfare and Financial Guardianship must be considered as the lack of this may limit future options.
- Where a young person is subject to a **Guardianship Order** (or where they are likely to be) this will be highlighted to Adult Team and can be transferred by agreement when the order is in place. In the event of Guardianship review being the only work required of the Adult Learning Disability Team this will be transferred directly to the team with all required paperwork and processes completed but with no need for involvement of the Transitions worker. *Where there is offending behaviour, it may be agreed that a young person would remain with the CFDT and may be supported through a Compulsory Supervision Order.* Where a young person remains at school, Education Services must be part of the conversation around case management responsibility and continuing review.
- In the **12 months** prior to the point of transfer (as agreed through transitions planning), relevant paperwork is to be placed within a file to be transferred to the Adult Team at the point of transfer. This will include (but not restricted to) reports, an up to date plan, observation recordings, correspondence etc. Ayrshire chronology will be kept up to date and included in the file until point of transfer.
- There will be joint working with the Adult Team **no later than 3 months** prior to the point of transfer, **extending to 6 months** with more complex young people.
- **Joint visits** will be arranged between the young person's Social Worker within the CFDT and the Transitions Social Worker from the Adult Team. These visits will serve to introduce the Adult Team, and will also ensure that the young person and family build

relationships with the Adult Team and understand the service provision that will be available to them. It is important that the conversations start at an early stage.

- Prior to transfer both Social Workers from CFDT and Adult Team will work together to produce the My Life My Outcomes, and Plan. A Carers Assessment will also be completed and an equivalency calculator produced. These will be presented to the Adult RAG and at that time a date for transfer of responsibility will be noted. This will be no more than 6 weeks from the RAG meeting. Joint work and planning will reduce the likelihood of actions being required and ensure a smoother transition process.
- The transition worker in the adult team will hold the family for up to one year in order to assess the ongoing need of the young person. Thereafter a Social Worker will be identified to take forward the assessment and planning for the young person and family. This will be clearly explained to the family involved
- Prior to the transfer point, and within the **3/6 month timescale** for transitions planning, the identified Transitions Social Worker from the Adult Team will be invited to all meetings and should attend as appropriate. In addition, ALL meeting minutes will be sent to the Team Leader of the Adult Team for information.
- **The identified link with the CFDT will be the main contact person.** Should in exceptional circumstances this not be possible, another Social Worker must be identified.
- No Young Person will be transferred from the Children with Disability Team without a **Team Around the Young Person** meeting having been convened. This will be **chaired by the CFDT Team Leader** and must be attended by the Young Person's current Social Worker, Team Leader and Social Worker from the Adult Team as well as other appropriate members of the assessment and support team.
- Good practice will be followed thereafter, and should there be a need to continue joint visits, these will be agreed and carried out for no longer than a 3 month period. During this period, the Adult Team will be the responsible team for case management and finance.

There will be exceptions to this, an example being Young People with CYPADM (end of life plan), where it will be most appropriate for the case management responsibility will remain with the Children with Disability Team

Providers and Finance

- The date of transfer should be linked to finance payment dates to ensure a smooth transfer of funding. Paperwork for finance will be sent by the Care Manager (lead professional) at least one week in advance of the transition (AP4).
- Prior to the transition discussion beginning, updated costing will be prepared and shared with Adult Services to allow planning.

- Discussion about appropriate support will take place within the Transition Planning. For young people from the age of 16 years, services provided should be transitioned to the adult framework in preparation for transfer to the Adult Team.
- Where additional supports are required post transfer, this is to be discussed and agreed prior to transfer to avoid gaps in service.
- Supports required within further education will be the responsibility of the Adult Team, and will be agreed pre transfer. Further Education will not be a reason for transfer to be delayed.

The most important aspect of transitions is the communication that must be promoted between teams, but more importantly the communication and consultation that must be prioritised with families.

Partner agencies must also be kept informed of planning and at the point of transition and transfer of responsibility.

South Ayrshire Health and Social Care Partnership

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|---|-------------------------------------|-------------------------------------|-------------------------------------|---|
| Meeting of | COG <input type="checkbox"/> | APC <input type="checkbox"/> | CPC <input type="checkbox"/> | SWGB <input checked="" type="checkbox"/> |
| Held on | 17th March 2022 | | | |
| Agenda Item | | | | |
| Title | Transitions Documents | | | |
| Summary: The purpose of this report is to provide SWGB with a policy and working document for Social Work Services in relation to transition. | | | | |
| Presented by | Sandra Rae/Jackie Hamilton | | | |
| Action required: SWGB are asked to approve the documents. | | | | |

REPORT

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|--|--------------------------|-----|--------------------------|-------|--------------------------|------------|--------------------------|----------------|--------------------------|
| Implications checklist – check box if applicable and include detail in report | | | | | | | | | |
| Financial | <input type="checkbox"/> | HR | <input type="checkbox"/> | Legal | <input type="checkbox"/> | Equalities | <input type="checkbox"/> | Sustainability | <input type="checkbox"/> |
| Policy | <input type="checkbox"/> | ICT | <input type="checkbox"/> | | | | | | |

SOUTH AYRSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP

SWGB 17th March 2022

Report by Sandra Rae/Jackie Hamilton

Social Work Services – Transition Documents

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide SWGB with updated transition documents across Adult and Children services.

2. RECOMMENDATION

- 2.1 SWGB are asked to approve both attached documents .

3. BACKGROUND INFORMATION

3.1 The management of Social Work services is complex. The governance of practice in relation to providing a smooth transition from Children and Family Services to Adult services can feel detached at times. This was feedback we received from a variety of consultations from parents and young people. There was an already established transition policy however during Covid, this was not used as robustly for a variety of reasons not least being in a pandemic for almost two years. Services and families were in lockdown and schools were also closed for long periods.

3.2 The transition policy had been in place since 2018 and required to be updated. It has now been updated, alongside this is a social work practitioner guide (Moving On) to support the smooth transfer of young people across to Adult services.

3.3 There is a senior practitioner (adult services) specifically for transition work alongside a practitioner from adult services. The senior practitioner post is for 24 months to support the work and bring the service forward. This will ensure there is a single focus and vision, bringing all disciplines together to achieve our main objective which are smooth, integrated services for all.

3.4

4 REPORT

- 4.1 The updated transition policy 2022-2026 will be shared with families as well as all practitioners and discussed through all the various stages of transition.

Following a period of engagement has been undertaken by the professional management structures. This engagement was designed to ensure the proposed audit schedule was proportionate and most importantly, deliverable within the operational context. There will be a data return on auditing work for each SWGB to provide oversight of practice.

The audit schedule outlines a range of actions and case types for audit across the management structures. Underpinning the audit schedule are two key tasks firstly an annual coordinated survey of service users every December and an annual report from Senior Managers on auditing activity.

5 STRATEGIC CONTEXT

- 5.1 This action links to the new HSCP strategic plan

6 RESOURCE IMPLICATIONS

6.1 Financial Implications

- 6.1.1 None

6.2 Human Resource Implications

- 6.2.1 None

6.3 Legal Implications

- 6.3.1 None

7 CONSULTATION AND PARTNERSHIP WORKING

- 7.1 Extensive discussion has taken place with key stakeholders in seeking to draw together the audit schedule.

8. Risk Assessment

- 8.1 The introduction of the audit schedule mitigates a current risk in terms of oversight of the quality of practice.

9. EQUALITIES IMPLICATIONS

9.1 A equality impact assessment was completed.

10. SUSTAINABILITY IMPLICATIONS

10.1 None

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BACKGROUND PAPERS