

Supported Living Checklist

Social Care

Adult Social Care	Details	Notes
Social Worker Name Contact Details <ul style="list-style-type: none"> • Phone • Email 		
Adult Social Care Assessment Date started: Date Agreed:		
Support Plan Date Started: Date Agreed: <ul style="list-style-type: none"> • Shared hours • 1:1 hours • Overnight support – responsive vs waking night 		
Personal Budget Who/how will this be managed <ul style="list-style-type: none"> • Direct Payment or • Managed account 		
Financial Assessment Date of Assessment: What is classed as Disability Related Expenditure (DRE)? What is classed as an Essential Expenditures? (Rent not covered by benefits, council tax, etc) How often are finances reviewed?		
Mental Capacity Assessment Date of assessment Name of assessor		
Adult Social Care Review Date of review Any changes needed?		

Deprivation of Liberty

Has a DoLs Assessment been carried out? Date of Application		
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Support Provider Information

Support Provider Information	Details	Notes
Who is the Support Provider?		
Type of Housing <ul style="list-style-type: none"> Supported living Independent living Residential care 		
Location Address:		
Manager Name Contact Details <ul style="list-style-type: none"> Phone Email Does the manager oversee a number of properties? Is there a house manager?		
House Mates How many Who? M/F How long they have lived there? Are their families involved? Are they compatible with your young person?		
Staff Number of staff - M/F ratio Full time Part time Staff retention/turnover Can staff drive? How are shift times managed? How do you know who is on shift? How do you know who the staff are & when new staff join? How are staff trained?		
Housing provider Who is it? Tenancy Agreements		

<ul style="list-style-type: none"> • Does a Mental Capacity Assessment need to be done? • If so by who? • Is it in Easy read? <p>Date tenancy signed What is their responsibility?</p>		
<p>Support Provider Assessment Date of Assessment Date of Review</p>		
<p>Communication How do you contact staff? How do you want to be communicated with?</p> <ul style="list-style-type: none"> • Phone Calls • Photos • Written report <p>How do you want to maintain contact with your family member? How often do you want to get updates about your young person? How will your family member be supported to stay in contact with their siblings/extended family/friends?</p>		
<p>How will support be provided? Is it based on individual assessments? Is it based on a combined budget between the housemates? How can you evidence that your young person is getting enough 1:1 support? How does the support provider monitor their support? What happens if staff are sick? How is support covered? What happens to banked hours? (Hours not covered due to staff shortages)</p>		
<p>How will the support provider be paid?</p> <ul style="list-style-type: none"> • Directly by the council • Invoice to Direct Payment holder 		
<p>What happens if someone moves in/out?</p> <ul style="list-style-type: none"> • How is a new person selected? 		

<ul style="list-style-type: none"> How does that impact a combined budget & shared support? 		
<p>What if my son/daughter is unhappy about living here? How does the support provider address this?</p>		
<p>Complaints How can we best work together? What is the complaints procedure?</p>		

Finances

Financial Advice	Details	Notes
<p>Rent: Who will it be paid by? <ul style="list-style-type: none"> Universal Credit District Council How will it be paid? <ul style="list-style-type: none"> Directly to the housing provider? Private landlord? Does the rent ever increase?</p>		
<p>Council Tax Is there an exemption?</p>		
<p>Benefits: Check that your young person is on the right benefits <ul style="list-style-type: none"> Universal Credit Personal Independence payment Employment Support Allowance Housing Benefit Any others? Who is their named appointee?</p>		
<p>Personal Budget Are you their appointee? Who is responsible for paying household/utility bills?</p>		
<p>Young Person's Finances Has your young person the capacity to manage their own money? Do you need <ul style="list-style-type: none"> Lasting power of Attorney Deputyship Who will manage their finances? <ul style="list-style-type: none"> Family </p>		

<ul style="list-style-type: none"> • Money Management <p>How will your young person access their money? Will your young person need a weekly allowance? How will this be managed? Do you want to set a spending limit on individual transactions? If your young person has a bank card who knows the pin?</p>		
<p>Utility Bills</p> <p>Are they split between the housemates? Whose name are they in? Who manages them? How does your young person pay their share?</p>		
<p>Food Shopping/Housekeeping</p> <p>Who gets the groceries? How are they paid for How do you accommodate for a special diet? What if they want to order a takeaway or eat out? If an appliance breaks? How is it replaced? What if my young person is away – do they still need to contribute towards the bills?</p>		
<p>TV/Netflix/Internet etc</p> <p>Does each person sign up for their own or are they combined? How is this managed?</p>		

House Maintenance

<p>Decorating</p> <p>Who is responsible for decorating the communal areas of the house? Who provides the furniture/TV? Can my young person decorate their own room? Do they need to provide their own furniture?</p>		
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Can the housemates put up photos etc throughout the rest of the house? How do you make it less clinical		
Maintenance Who is responsible for maintaining the inside of the property? How quickly do repairs get seen to? Do any adaptations need to be done? How do we get that set-in motion?		
Health and Safety What health & safety procedures are in place? Is the house fire proof? Is the hot water controlled? Are there fire doors?		
Exterior <ul style="list-style-type: none"> • Garden Maintenance • Window Cleaning Who is responsible for both?		
Does my young person have a key?		
Neighbours How does the Support provider maintain a good relationship with the neighbours?		

Transport

Mobility Car Does each person have a mobility car?		
Blue Badge		
Bus Pass plus one		
Are there good transport routes nearby? How will your young person be supported to use public transport?		
House Car If no access to a car – will the support provider work with the families to provide one? If so, how does that work?		

Daily Living

<p>Daily Activities How will my young person be supported to:</p> <ul style="list-style-type: none"> • attend activities both on their own or as a group • see family • see friends • try new things • work or volunteer • maintain their home • do things further afield and not just locally • pursue interests • go out in the evening • continue to attend clubs/activities that are important to them • join in with activities not just for those with learning disabilities 		
<p>Holidays Will they be able to go on holiday? How does the support provider support this? What are the cost implications?</p>		
<p>Personal Care Baths or showers Teeth Cleaning Appropriate clothing Maintain hygiene Haircuts Finger and Toe Nail Cutting – what is the Support providers policy</p>		
<p>Birthdays Does your family member want to send cards/gifts to other family members or friends?</p>		
<p>House</p>		

<p>How much do the housemates decide what happens in their house and how the rooms are used? How is that evidenced? Do the support staff understand that the house is a home for the residents and not a work place?</p>		
<p>Safety What safety procedures are in place with regards to</p> <ul style="list-style-type: none"> • Online activity • Going out on their own • Trying something new & taking risks 		

Health

<p>GP Will it be a new GP? How much do you want to be involved in your young person's health appointments? Do you want to be involved in all or just the main ones? Annual health checks Health Action Plans Prescriptions Body maps More complex health needs</p>		
<p>Are Speech & language, OT or physio involved? Psychiatrist Mental health issues – how will they be addressed?</p>		
<p>Dentist Teeth cleaning</p>		
<p>Opticians</p> <ul style="list-style-type: none"> • Hospital Visits 		
<p>Staying healthy</p> <ul style="list-style-type: none"> • weight • exercise 		
<p>Communication Plan</p>		

is one needed		
Hearing		

Setting up your own Supported Living and Employing Your Own Staff

Many of the questions from the checklist can be applied when employing your own staff but there will be extra steps that will need to be taken.

Finances <ul style="list-style-type: none"> • Salary • National Insurance • Pensions • Holiday pay • General Insurance • Car Insurance 		
Staff <ul style="list-style-type: none"> • How to find staff • Employment Contract • Shifts 		
House <ul style="list-style-type: none"> • Adaptations • Decorating 		
House Mates <ul style="list-style-type: none"> • Is your family member able to live with other people? • If so, how do you find other housemates who may be compatible? 		