



Short Breaks for Carers Referral Policy

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General information: Short Breaks for Carers provides short periods of respite to carers of people with mental health difficulties living in West Hertfordshire. We help by spending time with the mental health service user so that the carer can take time out. The service is designed to complement rather than replace existing respite services. We provide timely, creative and flexible support to enable carers to actively and beneficially participate in the care of people with mental health difficulties and other complex needs.

Who can be referred? - To be eligible for referral to the project the service user will be:

- An adult aged 18+ with severe and enduring mental health difficulties
- They will be subject to CPA (Care Programme Approach) and/or Care Management
- Supported by a carer aged 16+ as defined by the Carers and Disabled Children Act 2000
- Carers and service users will live in the Three Rivers, Watford, Dacorum or St Albans areas of Hertfordshire

How to refer

Referrals should be made through the local community mental health teams or other mental health specialist teams. Referrer's need to:

- Send a completed Short Breaks Referral form
- Provide a current CPA form and risk assessment
- Provide a copy of the carer's assessment (if this has been completed)

Referral procedure

1. Initial enquiry – Please telephone the team at the above number
2. Then complete Short Breaks for Carers referral form, risk assessment, Carers needs assessment (if available) and any supporting information that will help us to support the carer and service user. It is also helpful if you can include information about what support will be helpful to the carer and service user.
3. 1st Referral Meeting –Project Worker and Team Leader meet with the referrer to discuss the support that can be offered, gain background information and clarify/ complete risk assessment
4. 2nd Referral Meeting - Referrer, Carer, Service User and Project Worker meet to discuss the service and complete a Support Plan. Plan the first visit and book a Short Breaks for Carers Support Plan review for 4 months time
5. To have regular 4 monthly Support Plan reviews

Note: on occasion the 1st and 2nd referral meeting are completed together when there is no need for 2 separate meetings.