

Appendix B

Warwickshire Supporting People

Eligibility Checklist

Please note that the following list is an overview of what has been agreed as eligible and ineligible tasks for Supporting People funding within Warwickshire, following a period of consultation. However it is acknowledged that service users may have health, personal care or general social care needs, that are have been identified within CPA assessment/ PCP/ Care plan etc which are being funded via alternative funding streams. In these situations it is recognised that support staff may be involved in carrying out holistic packages of support.

	Task	SPG Eligible	SPG Non Eligible	Comment
1	Occasional prompts to take medication - but not supervision or administering.	√		Eligible: Checking with service user that they have taken their medication, reminding to take medication. Ineligible: Dispensing or ordering of medication.
2	Risk assessment in relation to housing related support tasks.	√		Eligible: supporting service user to recognise risks associated with maintaining tenancy / housing related support and formalising risk assessments. Ineligible: undertaking personal care needs risk assessments – however it is recognised that staff may be providing support in this area as part of a holistic package of care.
3	Occasional help with shopping, errand running and good neighbour tasks.	√		Eligible: Support plans should demonstrate the frequency and justification for support in this area. Occasional is no more than 1 or 2 times per month on average.
4	Advice and support to help set up home, maintaining the tenancy, managing finances and benefit claims, (but not	√		Help with completing housing benefit forms is eligible.

	control over finances).			
5	Help in gaining access to alternative accommodation, which helps service users to live independently for example, supporting individual to seek advice on accommodation offers, move on accommodation. Includes enabling service users to contact and gain access to service relevant to setting up and maintaining home and tenancy.	√		This will usually be short-term help for individuals (up to 2 years).
6	Emotional support, counselling and advice, (including culture specific) such as talking to, discussing and advising the service user on issues related to their housing situation or tenancy; signposting to other services.	√		Ineligible: specialist counselling Linking service users to user empowerment services.
7	Developing social skills/developing skills necessary to live independently.	√		Eligible: the housing related support should be seen as enabling the service user to develop the necessary social skills to be able to interact in a variety of housing related situations such as dealing with problems or disputes with neighbours. Also included is general advice on behaviour required to adhere to tenancy conditions. Ineligible: any other form of behaviour management should be seen as a specialist activity and, therefore not eligible for funding.
8	Assisting service users to manage their health and well being, e.g. supporting access to advice and information as part of a package of support and signposting to other services.	√		
9	Crèche or childcare facilities but only where they enable parents to address housing related support.	√		Eligible only in cases where a crèche facility is available to enable a service user to access a key working session in a domestic violence or young parents service (i.e. teenage pregnancy).
10	Liaison with probation.	√		To work with service users to plan and document appointments and to look at alternative ways of setting up triggers to aide memory ie Mobile phone testing by responsible agency, text reminders etc.
11	Culture specific housing related support.	√		

12	Access to local community organisations. Liaison or advocacy from appropriate services.	√		
13	Help in maintaining safety and security to the dwelling.	√		<p>Eligible: occasional locking up of the dwelling, on average once or twice a month.</p> <p>Ineligible: locking doors and windows on a regular and routine basis for a service user who is unable to undertake the activity themselves.</p>
14	Provision of community alarms.	√		
15	Signposting to specific legal, health and treatment services.	√		
16	Advice in establishing personal safety and security.	√		
17	Security support related to racial harassment and hate crime	√		
18	Peer support and befriending. Should only include encouragement for the individual to develop their skill to establish their own support network.	√		
19	Help in establishing social contacts and activities.	√		<p>Eligible: Introducing and encouraging service users to develop a social network and further develop their social skills. Support plans should outline levels of initial support and the move toward service users attending independently.</p> <p>Ineligible: Should not include attending activities with the service user on a regular or long term basis.</p>
20	Reminding service user to clean accommodation.	√		<p>Eligible: occasional prompting to clean.</p> <p>Ineligible: actual cleaning being undertaken by support staff.</p>
21	Advice and support on repairs, home improvements, disabled Facilities Grants (e.g. Care and Repair or Home Improvement Agency type services).	√		<p>Eligible: advice on how/where to report repairs.</p> <p>Ineligible: actual carrying out of repairs.</p>
22	Training courses	√		Training to be housing support related and in line with the requirements of the Supporting People Quality Assessment Framework (QAF) criteria
23	Supporting service user to pay rent, utility or other bills	√		Eligible: Providing support to establish routine of paying bills as part of support plan. Assessing that service user is numeracy literate.

				Ineligible: Paying bills on behalf of service user.
24	Supporting service users to find alternative accommodation	√		Eligible: Supporting service user to research alternative accommodation options and providing the required level of support for completion of application documentation.
25	Management of handyperson service.	√		It is only the management of the service and not the cost of carrying out repairs/work that is eligible.
26	Sleep-in arrangements/payments		X	
27	Residential or Nursing Home care.		X	Prohibited by ODPM Grant Conditions.
28	Health, personal, domiciliary or home care. Nursing. Assistance with personal hygiene. Feeding, bathing, toileting, helping in/out of bath, help with dressing, needing to be present whilst someone takes a bath.		X	These tasks usually involve intimate and/or bodily contact.
29	Dispensing of medication.		X	
30	Actually preparing meals or providing regular assistance to service users to cook their meals.		X	- May be funded <u>only</u> if service user is actively taking part in the process as part of developing domestic life skills related to living independently- Support plans should outline levels of initial support and the move toward service users undertaking this task independently. - In emergency situations it is recognised that cooking/preparation of a meal may be undertaken as an isolated situation
31	Washing and ironing.		X	
32	Cleaning own accommodation.			A cleaning task is a domestic task and therefore not classed as housing related support.
33	Regular assistance with shopping or accompanying service user on shopping trips.		X	Not within definition of housing related support. -May be funded <u>only</u> if service user is actively taking part in the process as part of developing domestic life skills related to living independently. - Support plans should outline levels of initial support and the move toward service users carrying out this task independently.

34	Window cleaning		X	
35	Accompanying Service User on holiday.		X	
36	Control of service user's income such as power of attorney or acting as appointee.		X	
37	Actually carrying out a) Day to day responsive repairs b) Adaptations to property c) Building works d) Disabled Facilities Grant work e) Decorating f) Gardening		X	This is a housing management task and therefore ineligible for funding.
38	Collection of rent/arrears recovery.		X	This is a housing management task and therefore ineligible for funding.
39	Rehabilitation after illness, accident or acquired disability.		X	Not housing related support.
40	Specialist therapeutic counselling or treatment; bereavement counselling. Behaviour Management		X	Not housing related support. In assessing eligibility the objectives of the support would be taken into account and whether it is to be delivered by someone with specialist expertise or training.
41	Specialist counselling on drug and alcohol misuse, abusive relationships, behaviour modification.		X	Not housing related support.
42	Accompanying service users to work, day centres, educational or leisure establishments or to hospital appointments. This includes the provision of transport.		X	Not within definition of housing related support, However may be funded <u>only</u> if service user is actively developing the life skills required to undertake the visits/placements independently. - Support plans should outline levels of initial support, timescales and the move toward service users carrying out this task independently. It would be expected that records identify that support in this area has been assessed on a case-by-case basis.
43	Taking lead role on the supervision, monitoring of compliance with health improvement, care plans or similar monitoring including mental health services.		X	Taking the lead on monitoring of compliance with housing related support plans would be included. It is recognised that support providers will be actively involved in supporting service users to monitor and comply with care plans etc, should this be the case then it should be identified

				within the initial assessment and appropriate funding provided.
44	Services to enforce specific requirements imposed by court of law/monitoring service users' compliance with court orders, which are unrelated to housing.		X	Not within definition of housing related support. Unless is pursuance of sustainable tenancy or independence.
45	Help with mobility such as using stairs, steps, help with transport.		X	Not within definition of housing related support.
46	Wider policy work not directly related to a service user that has vulnerabilities, which render them in need of a support service, e.g., work concerned with the commissioning function.		X	Not within definition of housing related support.
47	Provision of equipment.		X	Prohibited by ODPM grant conditions. For example, hard-wired assistive technology to observe safety of residents is becoming popular in extra care schemes but cannot be funded as ODPM grant conditions prohibit this.
48	Security in hostels.		X	To be considered eligible funding arrangements would need to include all relevant partners
49	Scheme development. For example, consultancy work to set up a service, tendering and other setting up costs.		X	