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1 Resource Allocation System

This practice guidance covers both the Resource Allocation System (RAS) for adults and for Carers RAS:

This resource allocation practice instruction (PI) should be read alongside:

a) Achieving and Evidencing Good Practice  
b) Mosaic user guidance  
c) Other Adults’ service Practice Instructions including Assessment and Eligibility.

1.1 For individuals who have received a strengths based assessment, and the conclusion of the assessment is that they have eligible, unmet needs; the worker will proceed to use the RAS (resource allocation system) to calculate an indicative personal budget. The RAS should only be used to calculate a budget when no other alternatives have been identified to meet eligible needs. This indicative budget will then be used to draw up a support plan identifying how an individual’s needs will be met. The support planning process should continue to build on the approach at assessment and identify strengths and networks which can reasonably help an individual achieve outcomes without resorting to spending some or all of a personal budget. The personal budget is not finalised until the support plan is agreed.

1.2 The RAS is found at section 15 of the assessment form, and guidance about how to complete it is also contained on the form. The guidance is as follows:

1.3 The Resource Allocation System (RAS) is used to calculate an indicative personal budget using professional judgement and based on the assessment of need. Our responsibility is to meet eligible need, taking into account the individual’s strengths and available support networks that may meet areas of need without public funding being in place. Support planning should consider the resources available to the person, through mainstream services and community networks; and friends and family.

The RAS is used to calculate an indicative budget i.e the level of funding estimated to be needed to meet the individual’s needs. Our responsibility is to meet individual need and professional judgement/discretion is applied through support planning and the personal budget is finalised once the support plan is agreed.

The starting point for this tool is that for many of our customers, the predominant need is for supervision to ensure safety. For a customer who needs supervision to maintain safety and also requires help with personal assistance
(personal care and activities of daily living), only use the personal assistance section if the level of personal assistance required cannot be provided along with the supervision. For a customer who does not need supervision because they are able to keep themselves safe or call help when it is needed do not complete the supervision section and move straight onto the personal assistance section.

2 Level of supervision to maintain safety

2.1 If the customer requires supervision to maintain their safety start with this section and choose which level best describes the customers assessed eligible needs.

- Usually a customer will require personal assistance as well as support. Where this is the case, it is expected that the personal assistance will be delivered at the same time as the supervision.

- It is possible to add a further allowance for personal assistance, only where this need is evidenced and cannot be met within the level assessed for supervision, eg there is a need for 2 carers.

2.2 Where the customer lives with their family carer and needs supervision most or all of the time (level 4), a reduction of 40% will be made to the amount allocated for supervision. This is to account for the likelihood that the carer will be providing some of this supervision, but may also require an element of respite. Exceptions can be made to applying the reduction, where assessment of the carer’s circumstances would support this, following discussion with the Team Manager.

- **Level 1**

  Occasional – needs met through assistive technology e.g medication dispensers and mobile reminders. No family carer or informal support network able and willing to meet this need.

- **Level 2**

  £60 for daily check. No family carer or informal support network able and willing to meet this need consistently.

- **Level 3**

  £170 several checks required daily. No family carer or informal support network able and willing to provide this level of support consistently.

- **Level 4**
Needs supervision all or most of the time.

Able to share support (the ratio acts as a guide to the degree of supervision required; the ratio selected should set out functioning within a congregate setting such as day care and relates to supervision only. So a customer who needs a lot of support for personal care but otherwise is able to function in a group of 6 or more with one member of staff would be considered to be in the 1:6 group but may have additional support added in the personal assistance section)

- 1 : 6 + £340
- 1 : 3 / 4 £450
- 1 : 2 £700
- Needs 1 : 1 to ensure safety: £1400

- Is there live in support from family or informal carers’?

Yes/Yes but current arrangements not sustainable/No

Where “yes” is the answer, a 40% deduction will be made from the estimated budget to reflect the support provided.

3 Personal Assistance

3.1 The second section, Personal Assistance, relates both to personal care (for example, managing toilet needs, being appropriately clothed) and activities of daily living (for example, accessing and engaging in work, making use of necessary community facilities)

- It should only be used when personal assistance needs cannot be met in the time allocated to supervision in the preceding section

- It should only be used where family carers or informal support networks are not able or willing to meet these needs.

3.2 Professional judgement and the information agreed through the assessment process will be used to decide which levels of hours are likely to be required to meet the customer’s eligible needs.

Personal Assistance:

- Level 1
£60.00 (equating to one visit a day)

- **Level 2**

£120 (equating to 2 visits a day)

- **Level 3**

£210 (equating to 3 visits a day)

- **Level 4**

£280 (when 2:1 is needed for manual handling at times)

**4 Night Time Support**

4.1 The last section can be used if the customer requires night time support. Use professional judgement to determine which level to use. If a customer lives in the same household as family/unpaid carers the usual expectation would be that they would provide supervision and support at night to maintain safety.

4.2 However, it is accepted that in some situations, provision of night time support is a significant cause of stress for carers for example, the customer is unsettled at night and in these instances, following a carers Assessment, an additional allowance of up to £70 per week could be made. This would need to be made following discussion with a Team Manager as it is not automatically calculated. Where need is evidenced, a higher allowance could be considered.

Night Support:

- **Level 1**

Occasional – needs met through assistive technology

- **Level 2**

£50.00 (access to sleeping support) and no family carer is available/able to meet this need.

- **Level 3**

£100 (shared waking night required) and no family carer is available/able to meet this need
Level 4

- £300 (needs 1:1 waking night / additional sleep in / night support)
- Does the carer need carers respite / work full time?
  - Yes / No

5 Transition cases

5.1 For young people in transition who are entitled to adult social care and are in full time education, a deduction is made from the provisional budget to allow for the costs of support once they have left school/college. For those with level 4 support needs (supervision) the usual deduction would be £250 per week.

(Unless 1:1 support would be needed in which case it would be £500 per week). For young people still living in the family home, this is likely to mean a deduction both for day care and a cap of the figure allowable for supervision.

- Is the customer a young person in transition and in full time education?
  - Yes / No

If yes, please indicate how much needs to be deducted from the provisional budget while the customer is in education. (Standard 3250.00 and for high £500.00)

6 Responsibility

6.1 Completing the RAS is the responsibility of the allocated worker. It is the responsibility of the team manager to sign off the indicative budget based on the evidence presented in the assessment. Management sign off is now mandatory, and gives an indicative budget to be used for support planning. The final personal budget will not be confirmed until the support plan is completed.
7 Timescale

7.1 The RAS is completed after the eligibility decision and only where needed. The indicative budget may be signed off at the same time as the assessment and eligibility decision or later at the manager’s discretion.

8 Resource Allocation System for carers

8.1 The carers resource allocation system (RAS) is used to calculate a provisional budget for a carer who has eligible care and support needs.

It is the responsibility of the local authority to meet individual need and discretion is applied through support planning where the provisional budget amount can go up or down depending on the actual costs of support/services.

In most cases where the carers Resource Allocation System is used it will be for a one-off direct Payment (DP).

8.2 The RAS is made up of the eight outcome areas for carers, outlined in the Care Act, which are grouped in pairs under the following headings: caring for others, caring for yourself, personal and economic wellbeing and physical and social wellbeing (descriptions below see section 9 to 12).

8.3 Where a carer has been assessed as ‘eligible’ and a need is to be met through funded social care, this should be recorded in the assessment (see in section 3 of the care act assessment). Recording should include: details of the impact on the carer if this need is not met; the outcome that the carer wishes to achieve; and any support that they can draw upon.

8.4 The personal budget is calculated by selecting one or more outcomes in the RAS calculator. Do not select any outcome that has not been evidenced in section 3 (Needs assessment). Each outcome is given a level (Low, Medium, High) which refers to the risk to carer if outcome not achieved. For example, a single outcome and a low risk then the Personal Budget will be at the lowest amount, whereas all eight outcomes and high risk for all will be at the highest amount.
8.4 If a budget is over £1000 this will indicate high risk in the caring relationship. The assessor would need to evidence that they had considered if the cared for adults support could meet the carers needs, whether the cared-for person’s situation is sustainable, and whether any other options need to be considered to meet the needs identified.

The calculation is currently based on Low = £62, Medium = £150, High = £250. There is no weighting applied and each outcome is allocated the same funding. Currently the smallest personal budget is £62 and the highest £2000*.

9 Caring for others

9.1 Outcome area 1: Carrying out any caring responsibilities the carer has for a child. The types of support that could come under this outcome might include: child care, sitting service, transport, holiday, or activity cost.

9.2 Outcome area 2: Providing care to other persons for whom the care provides care. The types of support that could come under this outcome might include: domestic help, shopping service, sitting service, holiday, or activity cost.

10 Caring for yourself

10.1 Outcome area 3: Maintaining a habitable home environment. The types of support that could come under this outcome might include: Deep-clean, storage solution, insulation, white goods, or garden clearance.

10.2 Outcome area 4: Managing and maintaining nutrition. The types of support that could come under this outcome might include: Shopping service, course and sitting service.

11 Personal and Economic Wellbeing

11.1 Outcome area 5: Developing and maintaining family or other significant personal relationships. The types of support that could come under this outcome might include: facility for skyping, counselling, sitting service, short-break away, holiday, or activity cost.
11.2 Outcome area 6: Engaging in work, training, education, or volunteering. The types of support that could come under this outcome might include: transport, training course, equipment, or sitting service.

12 Physical and Social Wellbeing

12.1 Outcome area 7: Making use of necessary facilities or services. The types of support that could come under this outcome might include: Sitting service, transport, counselling, therapies, and treatments.

12.2 Outcome area 8: Engaging in recreational activities. The types of support that could come under this outcome might include: membership costs, classes and sessions, transport and sitting service.

12.3 The provisional personal budget is used to draw up a support plan identifying how the carers needs will be met. The support planning process should continue to build on the approach at assessment and identify strengths and networks which can reasonably help an individual achieve outcomes without resorting to spending some or all of a personal budget. The personal budget is not finalised until the plan is agreed.