Short Breaks (Respite) for Older People living with dementia

About this factsheet
This factsheet explains the arrangements for short breaks for older people living with dementia in one of the City and County of Swansea’s residential care homes. Currently these are provided in The Hollies in Pontarddulais.

Short Breaks for people living with dementia
The Hollies’ specialist short break service provides regular breaks for people aged 65+ who normally live at home, often with relatives or someone else who cares for them. The service is suitable for people living with dementia or other age related mental health difficulties provided they do not require regular nursing care.

The aim of this service is to provide a break both for the carer and the person who is being cared for.

The Hollies is a residential care home which consists of 23 single bedrooms and communal lounge and dining facilities. 8 of these bedrooms can be used to provide short breaks for older people living with dementia.

The team work closely with health care professionals and provide a flexible service which can respond to the needs of carers and guests. The intention is to develop a plan of care which ensures that a normal home routine is maintained as far as possible. Short breaks can also promote social interaction and encourage and support guests with daily living skills and meaningful activities which can assist the person to remain living in their own home.

The short break service can introduce the guest to other services such as Telecare.

How can I apply for a short break in The Hollies?
To apply for a short break in The Hollies you should contact the Common Access Point for Health and Social Care at the Civic Centre. Contact details are on page 3 of this factsheet.

To find out whether you are eligible for any sort of respite break, you will need to have an assessment of your care needs by Social Services.

How am I assessed?
Following your initial contact with the Common Access Point team, a Care Manager will visit you in your home and discuss with you – and your carer if appropriate - what difficulties and aspirations you have and what your needs and preferences are. Our factsheet Social Services: Care and Support Assessments for Adults explains the assessment process in more detail.

If you are already receiving a service from Social Services e.g. a home care service, the assessment will take the form of a review of your care needs.

We will also need to carry out a financial assessment, so that we can work out how much you will need to pay towards your short break. This means completing a Financial Assessment Form to provide details of your income and savings. Your Care Manager can assist you with this. There is more about charges and payment arrangements on page 3 of this factsheet.
What happens after the assessment?

If we agree that a short break is appropriate for you, we will draw up a care plan with you and your carer.

Before your initial stay a member of staff from The Hollies will usually arrange to visit you at your home. This helps the staff to understand your usual lifestyle and routines so that they can help you settle in.

We also encourage you and your family to visit the home before your initial stay if you wish. This will enable you to meet some of the staff who will be supporting you and ask any questions you may have about your future stay.

We suggest for that those individuals living with dementia, a three day assessment stay is organised before any longer stay takes place. This will enable us to ensure that we can meet your needs and expectations in a short break setting.

The staff team will ensure that they provide all the professional care and support needed to maximise your independence from the minute you arrive at The Hollies with the clear purpose of meeting your goal plans whilst staying with us.

Is there a limit how long I can spend in a care home on a short break?

Bookings for short breaks in a care home will always be for a fixed period of time.

When you are assessed, the amount of respite needed to meet your needs and those of your carer will be agreed with you. This will be written down in your care plan and is usually reviewed within 12 months unless your needs change within the 12 months.

People normally stay for one or two weeks at a time, but stays can be as short as one night or as long as four weeks, depending on individual circumstances.

If you stay for longer than eight weeks we will treat your stay at the care home as a temporary stay rather than a short break.

Reviewing your stay

After each stay the staff team will complete an ‘End of Stay’ report with you on the service you received and whether we met your needs/outcomes. This form is sent to your Care Manager who will also discuss it with you and your carer.

At the end of your first stay, we send our Quality Assurance Questionnaire to you and/or your family and ask for these to be returned for feedback on our service and again to see whether we met your expectations and outcomes.

How do I arrange further short break stays?

If your initial stay is successful and you want to arrange another break you should contact your care manager.

Dates are subject to availability as there are only a limited number of rooms for short break guests. We have to prioritise the allocation of these according to the assessed needs of the people who are waiting for short breaks and their carers. This may mean that although we are able to offer you a short break at The Hollies, it may not be for your first choice of dates. If you can be flexible about when you take your break, this can help us.

Alternatively, if we have no availability for your required dates and these cannot be changed, we may be able to help you make arrangements for a stay in a private-sector care home. Charging arrangements for a private-sector home may be different.
Other short break options

Some people don’t want to consider having a short break in a care home at all, and there are other options available. Further information is available on [www.swansea.gov.uk/shortbreaks](http://www.swansea.gov.uk/shortbreaks).

One alternative is to use a Direct Payment to arrange and fund your own short break. This is a flexible option that allows arrangements to be tailored to individual family circumstances. For example, you may arrange care in your own home to give your carer the opportunity to get away, or you may go away with your carer and have care provided at the destination you visit. Our factsheet *Managing your Support with Direct Payments* gives more information about how Direct Payments work.

Can I make different arrangements for a short break at different times?

Once we have agreed what your short break needs are, it is possible for you to make a range of different arrangements to suit the particular circumstances. For example, when your carer wants to take a holiday abroad you may choose residential care, but when your carer wants to visit a relative in this country you may prefer to go with them and have care provided, by means of a Direct Payment, at your relative’s home.

Paying for your stay

Most people have to make a contribution towards the cost of their short break. How much this is depends on your income and level of savings. We will need to carry out a financial assessment to work out how much you will have to pay.

This financial assessment is done in the same way as a financial assessment for non-residential care and support. For more detailed information see our factsheet *Charges for Care and Support at Home*.

Provided that your short break is for less than 8 weeks, the maximum amount you will have to pay is £90 per week or part week. (Please note that a charging week for short breaks runs from a Monday to a Sunday. If, for example, you stay from Saturday to Saturday it will constitute 2 charging weeks - Saturday to Sunday and Monday to Saturday. There is no per night charge if you stay for less than a week.) Some people will pay less than this, depending on their income and savings.

If you have more than £24,000 in savings, you will have to pay the maximum charge of £90 per week or part week.

If you prefer not to tell us about your income and savings, you can choose not to have a financial assessment, but this will mean that you (or your family) will have to pay the maximum charge of £90 per week or part week.

Charges are normally reviewed annually. The above charges are correct as of April 8th 2019.

For each short break that you book, you will receive an invoice from Social Services confirming how much you should pay. Payment should be made in advance, either by post, or in person at the Civic Centre.

What if my stay is longer than 8 weeks?

Temporary stays are those where someone arranges to stay in a care home for a period longer than 8 weeks but not normally exceeding 52 weeks. Fees for such stays are charged at the residential rate. The maximum amount you could be asked to pay is £584.90. Again this is subject to a financial assessment and depends upon how much income and savings you have.

What if I need respite care at short notice?

Wherever possible short breaks should be booked well in advance. However we know that unexpected problems can mean that someone needs a short break at very short notice.

To book for a short break in this situation, you should contact the Common Access Point. If we cannot find a place for you in one of our homes we will help you to make arrangements with a private care home.
Contact details
Common Access Point for Health and Social Care
Civic Centre
Swansea SA1 3SN
Telephone: 01792 636519
Email: cap@swansea.gov.uk

Contact the Common Access Point to:
- Request an assessment
- Book a stay in a care home
- Request a review of your care needs

Social Care Income and Finance Team
Benefits and Revenues
Finance Department
Civic Centre
Swansea SA1 3SN
Tel: 01792 636380
Email: SCIF@swansea.gov.uk

Contact staff in the Social Care Income and Finance Team to:
- Discuss any queries about the calculation of how much you should pay for your care
- Notify any changes to your financial circumstances

The Hollies
Caecerrig Road
Pontarddulais
Swansea SA4 8PB
☎ 01792 882498

Other information from Social Services which you may find useful
Factsheets
- Carer’s Needs Assessments and Support for Carers of Adults
- Managing your Support with Direct Payments
- Community-based Short Breaks (Respite) for Older Adults

For copies of these factsheets, please ask your Care Manager, visit our website www.swansea.gov.uk/socialcare or phone 01792 636902. The Hollies will also provide information to help guests plan for their stay.

Swansea Social Services and personal information
Swansea Council is the data controller for the personal information you provide to us. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task (Social Services and Well-being (Wales) Act 2014). For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website www.swansea.gov.uk/privacy We can give you more information about how we handle personal information. Phone 01792 636902 for a factsheet.

Comments and complaints
We welcome any comments about our services – good or bad. We are interested to hear how we could do things better, and we like to know when we are doing well.

If you are unhappy with the services you receive, we encourage you to make a complaint. Full details are given in the leaflet ‘Making a comment, complaint or compliment about Social Services.’ For more advice or information about making a complaint, you can contact our Complaints Officers on 01792 637345.

This information is also available in Welsh and in alternative formats, such as large print, on audio CD, in Braille, or electronically. Please phone 01792 636902 for copies.