

# Multi-agency Transition Protocol

For young people with  
learning difficulties, disabilities,  
additional needs or  
mental health issues



## Introduction

As a partnership, Achieving for Children (AfC), the Royal Borough of Kingston and the London Borough of Richmond Adult Services are committed to providing the best and most appropriate services to young people with learning difficulties, disabilities, additional needs and or mental health issues who are eligible for support from specialist adult services as they approach the transition to adulthood and beyond.

The purpose of this document is to provide a detailed statement of responsibilities for agencies involved in transition for young people meeting these criteria, as agreed locally within the Kingston and Richmond boroughs.

The purpose of a local protocol is to facilitate joint working, good quality transition planning and positive outcomes for these young people.

This protocol sets out the responsibilities of agencies including, the Integrated Service for Children with Disabilities, Special Education Needs Team (SEN), Leaving Care, schools, further education (FE) colleges, Kingston and Richmond's Clinical Commissioning Groups (CCG), Community Mental Health, voluntary sector organisations and Adult Services.

This protocol is intended for statutory and voluntary sector agencies involved in transition. There is a separate accessible guidance document for young people and parents.

Partner agencies are fully committed to the safeguarding of children, young people and vulnerable adults.

## What does a good transition look like?

Transition can be an exciting time of new opportunities, choices and increasing independence. It can also be a time of great anxiety, confusion and uncertainty for young people with disabilities and additional needs as they move from familiar arrangements, services and people who have provided support. For young people and their families, it is crucial time to think carefully about their life and prepare for what they want to do now and in the future.

The partners are committed to making sure that young people and their families play a central role in planning for transition, right from the very start of the process. Every agency involved is committed to working together.

Partner agencies will listen to the young person and their family about what is important to them. Delivering a person-centred approach makes a real difference to the outcomes that are achieved for a young person.

The partners are committed to working with all agencies around transition and there will be a strong collaboration between AfC and Adult Services from an early stage in the process.

The partners believe strongly that any young person, wherever possible, has the right to live in their own local community while having access to appropriate services that allow them to live fulfilling and productive lives.

## Governance

AfC and its partners from Adult Services and Health Services are members of the Transition Strategic Board for Kingston and Richmond. The Board is co-chaired by the Deputy Chief Executive of AfC and lead officers from Adult Services for Kingston and Richmond.

The Strategic Board has a commitment to:

- meet as a multi-agency group of key professionals to oversee, monitor and review the procedures, policies and protocols for transition to adult services for AfC;
- provide critical challenge to proposals where appropriate, to balance the needs, aspirations, wishes and resources available across the commissioning spectrum;
- consider and resolve more complex decisions and proposals by the Transition's Team;
- consider proposals on strategic issues and emerging themes from the Transition's Team that require a more strategic response and resolution, formulating proposals to the appropriate governance board;
- ensure due diligence of the transitional pathway, ensuring proposals are person-centred and meet assessed, and where appropriate, eligible need;
- act as the appeals panel if there are concerns around process or individual cases; and
- review the protocol annually.

The term 'transition' in this document is used in a broad sense to include:

- transition from children's to adult specialist services;
- transition from school to FE College, higher education or employment, training or apprenticeship;
- transition from college or training to employment and or Adult Services;
- transition from paediatric to adult health services;
- transition from living at home to supported accommodation; and
- leaving care.

All agencies who are party to this protocol will agree to work as follows to:

- take a proactive approach to planning and managing transition to achieve best outcomes for young people;
- work collaboratively with other agencies to ensure a seamless and timely transition;
- provide good quality information to young people, parents and carers to support them successfully through the transition process;
- commit to working with a person-centred approach, involving young people, parents and carers fully in the decisions that are made for and about them;
- signpost young people and families to advocacy support as required;
- make decisions in a timely manner so that young people, parents and carers are advised appropriately of outcomes and plans; and
- always have high aspirations for young people to achieve good long term life outcomes including employment.

In responding to the needs of a young person moving into adulthood, services provided to that young person by Adult Services will be determined by assessed eligible need as set out in relevant legislation and policy guidance. Resources to support this will be proportionate to meet the assessed eligible needs only, balanced against choice, wishes and aspiration.

## **Responsibilities of partner agencies**

### **Schools and colleges**

- Schools, sixth form colleges, independent and maintained schools commissioned by AfC and Kingston and Richmond boroughs to provide education for individual students, will hold annual reviews of education and health care plans (EHCPs) or statements in accordance with the SEN code of Practice and AfC guidance.
- Reviews in Year 9 and above should pay particular attention to preparations for the transition to adulthood including employment, independent living and participation in the community.
- The young person and their parents or carers must be involved fully in the EHCP or statement review meeting.
- The young person must be supported to be able to take a full and active part in the review, using person-centred approaches, including advocacy, where required, for the young person.
- Following the review meetings an EHCP review or annual review report must be produced and circulated in accordance with the SEN Code of Practice.
- The implementation of the EHCP must be monitored, ensuring that actions are completed to enable young person to achieve prescribed outcomes.

### **Special Educational Needs and Disabilities (SEND) Team**

- Attends transition planning and tracking meetings involving, schools, Integrated Service for Children with Disabilities (ISCD), Adult Services, Child and Adolescent Mental Health Services (CAMHS), housing, looked after children (LAC) and 14-19 teams. These meetings will track progress through transition, identify potential high cost learners, inform capacity building and ensure that relevant services are engaging in a timely manner.
- Manages data to inform the Transition Planning Team about young people with EHCP in Years 9 to 14.
- Ensures that FE colleges are carrying out EHCP reviews for young people.
- Amends all EHCPs following the review in Year 9 and above ensuring that transition planning is incorporated in the plan.
- Ensures the SEND Team prioritises EHCP reviews at schools and FE colleges that are potentially problematic or where there are concerns regarding the quality of the transition planning.
- The SEND Team collaborates with other teams and stakeholders where necessary.
- Supports the 14-19 Team to make timely decisions regarding additional funding requirements when a young person is moving from school to college, independent specialist provider (ISP or FE) in partnership with the young person and their parents or carers.
- For post-16 residential placements in independent specialist providers, decisions should be made in accordance with the commissioning funding principles agreed between the SEND and 14-19 teams, well in advance of the end of the summer term preceding the new academic year.

- Ensures that young people and their parents or carers are made aware of the support available from the Special Educational Needs Disability Information and Advice Support Service (SENDIASS).
- Contributes to the AfC Local Offer website to include information on the SEND processes. Ensures information is up-to-date.

## Adult Services

- Adult Services allocate cases to appropriate social care support teams to determine eligibility for support. The Adult Learning Disability Service and community teams will assess young people identified on the tracking list with appropriate referrals from children's services according to the criteria set out in the Care Act 2014.
- Adult Services in partnership with Children's Services will take responsibility for safeguarding young adults over the age of 18 according to care and support statutory guidance
- Prioritise attendance at transition reviews from Year 12 (age 16) onwards for young people who meet the criteria for adult social care.
- Attends transition planning and tracking meetings involving schools, ISCD, Adult Services, CAMHS, housing, LAC and 14-19 services. These meetings will track progress through transition, identify potential high cost learners, inform capacity building and ensure that relevant services are engaging in a timely manner.
- Works with ISCD, Moving Forward, Social Care and LAC teams to ensure appropriate support plans are developed to meet the assessed need and take the case to relevant resource panels for agreement around funding.
- Aspires to ensure young people, parents and carers are informed 12 months before the young person's 18th birthday whether or not they will be eligible for support from Adult Social Care.
- Assumes financial responsibility for those eligible for social care provision to meet the eligible needs of the young person on their 18th birthday. Please note: as per the Care Act, a later date can be agreed between children's and adult services.
- Reviews provision six weeks after a young person's care transfers to Adult Services and arrange subsequent reviews as appropriate.
- Ensures carers' needs are appropriately assessed, services provided as appropriate and reviewed.
- Ensures that good quality, up-to-date information is available to young people, parents and carers about the services provided by Adult Social Care. Where appropriate this could be joint information provided with Children's Services.
- Contributes to the AfC Local Offer website regarding information on Adult Services. Ensures information is up-to-date.

## Integrated Service for Children with Disabilities (ISCD)

- Ensures a young person is allocated to the appropriate professional within the ISCD. Young people meeting the criteria for the service aged 14 plus can be referred to the Moving Forward Team. Young people who require additional social work or family support intervention can receive co-working support from the Moving Forward Team and Social Care Team.
- ISCD staff ensure that all young people, parents and carers are provided with up-to-date information and advice around transition to adulthood processes.
- ISCD staff supporting young people and their families through the transition process to have robust links and communications with the 14-19 team, Adult Services, housing and health providers.

- Ensures timely referral to appropriate adult team.
- Attends transition planning and tracking meetings involving, schools, ISCD, Adult Services, CAHMS, housing, LAC and 14-19 services. These meetings will track progress through transition, identify potential high cost learners, inform capacity building and ensure that relevant services are engaging in a timely manner.
- The ISCD Participation and Engagement Team works with professionals to develop best practice to ensure the 'voice of the young person' is heard throughout the transition to adulthood processes.
- Keeps schools and the SEND Team up-to-date with details of social workers, family support Moving Forward workers involved with young people at their schools. Information on short break and support packages to be shared.
- Signposts young people, their parents and carers to appropriate information and advice services.
- Retains responsibility for all aspects of case management up to the age of 18 (other than specific work which will be carried out by Adult Services).
- Contributes to the AfC Local Offer website to include information on short breaks, participation and engagement, health services, social care and transition to adult services. Ensure information is up-to-date.

### Looked After Children and Leaving Care Teams

- Attend transition planning and tracking meetings involving, schools, ISCD, Adult Services, CAHMS, housing, LAC and 14-19 services. These meetings will track progress through transition, identify potential high cost learners, inform capacity building and ensure that relevant services are engaging in a timely manner.
- Attend EHCP reviews from Year 10 onwards.
- Provide young people, their parents and carers with information on the process of transition to Adult Services.
- Retain responsibility for all aspects of case management up to the age of 18 (other than specific work which will be carried out by Adult Services).
- Monitor young people who have left care up to the age of 25.
- Maintain and manage data on all LAC young people attending independent and non-maintained special schools. Information to include current cost of placements, funding split between agencies and date for when responsibility passes to Adult Services.
- Contribute to the AfC Local Offer website, including information for LAC and care leavers. Ensures information is up- to- date.

### 14-19 Service

- Takes a proactive approach to monitoring need and develops appropriate local provision for young people via education, employment and training.
- Chairs and runs AfC's ISP panel, with representation from SEND, Adult Social Care and health. The prime purpose of this panel is to consider and make funding decisions on recommendations for ISP placements for young people aged 16 and over.
- Oversees and manages high needs education budgets and contracts with learning providers for funding packages for post-16 learners in ISPs and further education on behalf of AfC.
- Attends transition planning and tracking meetings involving, schools, ISCD, Adult Services, CAHMS, housing, LAC and 14-19 services. These meetings will track progress through

transition, identify potential high cost learners, inform capacity building and ensure that relevant services are engaging in a timely manner.

- Track all young people aged 16-19 with emphasis on those in vulnerable groups to support them to positive post 16 destinations.
- Contribute to the AfC Local Offer website re include information on 14-19 provision. Ensure information is up-to-date.

### **Clinical Commissioning Groups**

- Ensure that young people who have continuing health care (CHC) funding are considered by the Adult Continuing Care Panel in good time before their 18th birthday.
- Ensure that continuing health care checklist and plans are completed in a timely manner as set out in the guidance.
- Ensure that continuing health care services and plans are arranged and ready to commence on transfer.
- Ensure that all reports provided by relevant health professionals for Year 9 EHCP review (and subsequent reviews) where a young person has significant health needs are taken into account in transition planning.
- Ensure there is appropriate health representation on multi-agency resource panels so that timely decisions can be made about health resources in EHCPs.
- Contribute to the AfC Local Offer website regarding information on health services. Ensure information is up-to-date.

### **Mental Health Services - Children and Adolescent Mental Health Services (CAMHS) and Community Mental Health (CMH) teams**

- Transition tracking of young people with mental health support requirements will highlight those who will require support from Adult Mental Health Services.
- Young people receiving support from CAMHS who will require continued support from Adult Mental Health Services, must have timely transfer of care arrangements agreed in writing.
- The referring team retains responsibility for providing and coordinating care until the transfer is complete.

### **Housing**

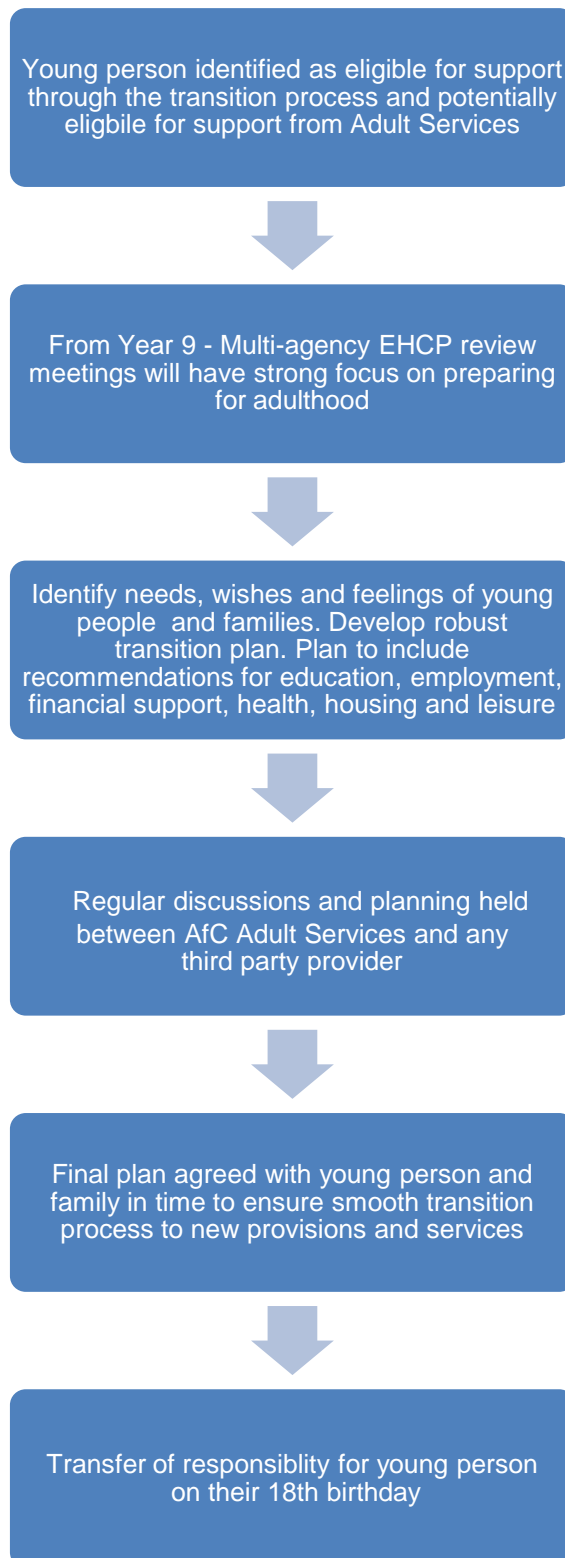
- Attends transition planning and tracking meetings involving, schools, ISCD, Adult Services, CAHMS, housing, LAC and 14-19 services. These meetings will track progress through transition, identify potential high cost learners, inform capacity building and ensure that relevant services are engaging in a timely manner.
- Ensures that young people with SEND who may need support with housing and their parents or carers are provided with good quality information and advice so they can understand what support is available and what they need to do to access support.
- Supports young people putting themselves on the housing register at 16 if appropriate.
- Contributes to the AfC Local Offer website re information on housing services. Ensures information is up-to-date.

## Work flow

Timetable	Work flow	Children's Services involvement	Adult Service involvement	Health Involvement
<b>From age 14</b> (Likely to need support in adulthood)	Careers service	✓		
	Annual reviews with transitions planning focus	✓		
	Transition tracking –sharing information about young people approaching transition	✓	✓	
<b>From age 16</b>	Team Around the Child meetings to discuss post-16 options and support	✓	✓	✓
	Appropriate potential placements identified	✓	✓	
<b>From age 17</b>	Continuing health care funded cases referred to the CCG	✓	✓	✓
	Continuing Health Care Plan presented to panel		✓	✓
	Adult services agree eligibility status		✓	
	Approximate personal budget identified		✓	
	Post-18 placements and funding agreed		✓	✓
<b>From age 18</b>	Transfer of young person to adult social care	✓	✓	✓
	Adult Continuing Health Care support commences			✓



## Time line for young people and families



### Background reading

#### AfC Local offer website

Information about services, events and support for children, young people and families in Kingston and Richmond

[www.afclocaloffer.org.uk](http://www.afclocaloffer.org.uk)

#### The Care Act

Guidance about care and support responsibilities for adults care and their unpaid carers.

[www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation](http://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation)

#### Accessible version of the Care Act

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/365345/Making\\_Sure\\_the\\_Care\\_Act\\_Works\\_EASY\\_READ.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365345/Making_Sure_the_Care_Act_Works_EASY_READ.pdf)

#### Special Educational Needs and Disability (SEND )Reforms

Bringing together education, health and care for young people and families to age 25.

<https://www.gov.uk/schools-colleges-childrens-services/special-educational-needs-disabilities>

#### Special Education Needs Code of practice

Guidance on the SEND system for children and young people aged 0 to 25

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

#### Looked After Children and Leaving Care

Regulations and guidance for care leavers to help them move successfully in to adulthood

<https://www.gov.uk/government/publications/children-act-1989-transition-to-adulthood-for-care-leavers>

#### Transition

Useful information resources for young people in transition their families and professionals

[www.preparingforadulthood.org.uk/who-we-are](http://www.preparingforadulthood.org.uk/who-we-are)

#### Continuing Health Care

The National Framework for NHS Continuing Health Care and NHS funded nursing care.

<https://www.gov.uk/government/publications/national-framework-for-nhs-continuing-healthcare-and-nhs-funded-nursing-care>

#### Care and Support Statutory Guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/315993/Care-Act-Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/315993/Care-Act-Guidance.pdf)

# Eligibility threshold for Adult Social Care under the Care Act

## Core duties

### Key requirements

- The local authority must determine whether the individual has eligible needs as described in the national eligibility criteria of critical and substantial needs
- Do not take into consideration whether the adult has a carer or what needs can be met by the carer. The assessment of eligibility is made purely on the basis of individual needs.
- Establish whether there are needs that the local authority must ensure are met. Everyone will receive a written record of that decision, whether their needs are eligible or not.
- In cases where the adult with care needs or their carer does have eligible need, establish the adult's ordinary residence and carry out a financial assessment, as well as considering what support, in whatever form, could be provided to meet those needs.

### **To meet the minimum eligibility threshold three conditions need to be met.**

1. The needs arise from or are related to a physical or mental impairment or illness.
2. As a result of those needs the adult is unable to achieve two or more of the specified outcomes:
  - managing and maintaining nutrition
  - maintaining personal hygiene
  - managing toilet needs
  - being appropriately clothed
  - being able to make use of the home safely
  - maintaining a habitable home environment
  - developing and maintaining family or other personal relationships
  - accessing and engaging in work, training, education or volunteering
  - making use of necessary facilities or services in the local community, including public transport and recreational facilities or services
  - carrying out any caring responsibilities the adult has for a child.
3. As a consequence of being unable to achieve these outcomes there is, or there is likely to be, a significant impact on the adult's wellbeing.

For an adult's needs to be considered eligible for support by the local authority they must meet all three criteria.

### **An adult is to be regarded as being unable to achieve an outcome if they:**

- are unable to achieve it without assistance
- are able to achieve it without assistance but doing so causes the adult significant pain, distress or anxiety

- are able to achieve it without assistance, but doing so endangers or is likely to endanger the health or safety of the adult, or of others
- are able to achieve it without assistance, but take significantly longer than would normally be expected.

**Similarly, a carer's needs are eligible where they meet three conditions:**

1. The needs arise as a consequence of providing necessary care for an adult.

2. The effect of the needs is that:

The carer's physical or mental health is, or is at risk of, deteriorating the carer is unable to achieve any of the following outcomes:

- carrying out any caring responsibilities the carer has for a child
- providing care to other persons for whom the carer provides care
- maintaining a habitable home environment in the carer's home, whether or not this is also the home of the adult needing care
- Managing and maintaining nutrition
- Developing and maintaining family or other personal relationships
- Engaging in work, training, education or volunteering
- Making use of necessary facilities or services in the local community, including recreational facilities or services
- Engaging in recreational activities.

3. As a consequence of that fact there is, or there is likely to be, a significant impact on the carer's wellbeing.

## Links to the Adult Social Care Pages for Richmond and Kingston

Richmond:

[www.richmond.gov.uk/adult\\_social\\_care](http://www.richmond.gov.uk/adult_social_care)

Kingston:

[www.kingston.gov.uk/info/200181/adult\\_social\\_care](http://www.kingston.gov.uk/info/200181/adult_social_care)

### Glossary of terms:

<b>AfC</b>	Achieving for Children
<b>CAMHS</b>	Child and Adolescent Mental Health Service
<b>CHC</b>	Continuing health care
<b>EHCP</b>	Education and health care plans
<b>FE</b>	further Education
<b>ISCD</b>	Integrated Service for Children with Disabilities
<b>ISP</b>	Independent specialist provider
<b>LAC</b>	Looked after child
<b>SEN</b>	Special educational needs
<b>SEND</b>	Special educational needs disability
<b>SENDIASS</b>	Special Educational Needs Disability Information and Advice Support Service