



### Time for Life Enabling Service

#### Eligibility criteria

A person will be considered for the Time for Life Enabling Service if all of the following are met:

- The person is **over 65yrs** and is presenting with **needs** linked to **social isolation** and **social interaction**.
- The person **is** FACS eligible
- The care requirement **does not** relate to End of Life care
- The person **may or may not** be in receipt of other Adult Social Care Services
- The person **may or may not** have previously had a Time for Life Enabling Service
- The person **does not** have savings over the financial savings threshold (£23,250)
- The service **does not** include adults with a Learning Disability or functional mental health difficulty

#### How to make a referral to the service

To generate the Time for Life referral form:

- Select the appropriate person in CareFirst
- Go to the CareFirst Main Menu and select 'FDocs'
- Click on 'Adults' > 'Time for Life Referral Form' and select the relevant 'My Assessment' from the drop down list
- Click 'Generate Document'
- A message will appear at the bottom of the screen – click 'Open'
- The Time for Life referral form will be automatically generated and appear on screen as a word document.

Every effort has been made to automatically populate the referral form with as much appropriate information from the My Assessment as possible. However, it will be necessary for Care Management staff to check and edit where needed all details, and complete any additional information in the referral form prior to sending.

In particular, sections of the referral form which will require completing / amending are listed below:

- Date referral made to Time for Life
- Questions around if the person has been referred before, have they received the service before, are they in receipt of other DCC services and what these are, does the person live alone and if not who lives with them.
- Goals – This section should pull through the 'Outcomes Required' identified in questions 23.1.1 and 23.1.2 (Outcomes which DCC will provide support or personal budget to achieve) of the My Assessment. You will need to amend this section so only the 3 most relevant outcomes/goals to be achieved by the time for life referral remain.
- Source of referral information – Please ensure you complete / amend details as required, to provide the Time for Life service with your name and contact details. Please also ensure you indicate whether you wish to be kept informed of progress.

Once generated, completed referrals should be emailed to: [tfl@westbankfriends.org](mailto:tfl@westbankfriends.org)

**\*\* IMPORTANT \*\***

**Please remember to password protect the referral form before sending to Time for Life.**

The password to be used for the service has been issued separately to teams for security purposes.

To password protect the document:

- Select File, and make sure the 'Info' section on the left hand side of the screen is selected
- Select 'Protect Document'
- Select 'Encrypt with Password'
- Type the password into the box and click OK
- Re-enter the password and click OK

When receiving completed referrals back from the Time for Life Service, they will use the same password issued to teams to protect the document. You will need to enter this password in order to open the referral.

As part of the process, the referral form sent to Time for Life will need to be saved to the person's TRIM record. **When saving the referral form to TRIM please ensure the form is saved without password protection in place.**

To check / remove password protection:

- Select File and make sure the 'Info' section on the left hand side of the screen is selected
- Select 'Protect Document'
- Select 'Encrypt with Password'
- When the input box appears, delete the password information recorded and click OK

As part of the process, **observations need to be recorded** to indicate what is happening with regards to the service. When recording observations please follow the below guidelines:

- When making a referral, entries to be headed "Adult Case Recording - Time for Life referral made"
- When recording that a referral has not been accepted, entries to be headed "Adult Case Recording – Time for Life referral declined"
- When recording that a person is in receipt of the service, entries to be headed "Adult Case Recording – Time for Life service received"

**Source:** Social Care Commissioning – Change Delivery