

A spiral-bound notebook with a light beige, textured cover and a dark brown border. The spiral binding is on the left side. The text is centered on the page.

Falkirk Council


Setting up a Short Breaks  
Bureau

# Short Breaks Bureau

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Aim: What are you trying to achieve

e.g.

 To increase the amount of short breaks which meet the individual needs of people who are cared for (in the community) and their carers.

# Short Breaks Bureau

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## What is a short break?

Decide what you mean by a 'short break'

- 📄 e.g. of limited duration, incorporating at least one overnight stay, lasting only a few weeks.
- 📄 Do you want to include arranging respite at home?
- 📄 Does there have to be an unpaid carer to access respite?
- 📄 Will you include emergency respite?

# Short Breaks Bureau

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What's the difference between a short break and respite?

Falkirk's view -

A short break is the *activity*

Respite is the *experience*

# Short Breaks Bureau

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## Eligibility: Adults/children?

- ☞ All people with special needs, those with a disability or people with long and enduring illness should be facilitated to take a short break.(Chronically Sick and Disabled Persons[Scotland] Act 1972)
- ☞ Assessment (care/financial) is the starting point for financial assistance.
- ☞ What about people who are self funding – can they access your service?

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Types of break - need a variety of options:

☞ Contract beds

☞ Holiday type breaks

☞ Adult Placement

☞ Sitter service

☞ Emergency

☞ One off or rolling respite

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Booking system;

📄 Client files

📄 Database of available beds

📄 Statistical information – Scottish Government

📄 Cancellations

📄 *Agreement with providers e.g. contracts, processes and procedures*

# Short Breaks Bureau

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## Entitlement

📄 How many breaks/nights per year

📄 Regulations on cumulative respite

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Referrals – need to be clear about this

 Carers

 Service users

 Social work/health staff

 Others??

# Short Breaks Bureau

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- ☞ Full time administrator – day to day running, client files, confirmations, cancellations, amendments, vacancy list etc
- ☞ Manager - develop and expand opportunities, monitor legislation and guidance, policies and procedures, promotion/information, budget, complaints, contracts, provider liaison

# Short Breaks

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## Funding Source

- ☞ Stand alone budget
- ☞ Community care budget
- ☞ Health budget
- ☞ Self Directed Support/ILF
- ☞ Self funding
- ☞ User contribution (financial assessment)

# Short Breaks Bureau

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Key issues:

-  Knowing your client group
-  Clear lines of communication
-  Knowledge of flexible/personalised care
-  Forward planning – supply and demand
-  Good IT system
-  Good risk management