

SHORT BREAKS (RESPITE) SURVEY GUIDANCE 2013-14

DATA DEFINITIONS

1. CARER

A range of terms is used to describe a person who cares for another including: 'unpaid carer,' 'carer,' 'family carer' and 'informal carer.' In this guidance we refer to them as 'carers'.

Carers of any age provide care and support to family members, other relatives, partners, friends and neighbours of any age affected by physical or mental health issues (often long-term), disability, frailty or substance misuse. Some carers care intensively or are life-long carers. Others care for shorter periods. The carer does not need to be living with the cared-for person to be a carer. Anybody can become a carer at any time, sometimes for more than one person. Carers can be any age ie they include young carers.

Carers are not paid workers. Paid workers are sometimes, incorrectly, called carers when they should be called care workers.

Carers are not volunteers. There may be volunteers supporting the cared-for person and/or the carer, but they are not the carer in this context.

2. PERSON with CARE NEEDS

The person cared for is either an adult or older person with community care needs, or a child with a disability. They will likely have a long-term health problem or disability. This will include people with learning disabilities, physical disabilities, mental health issues, dementia, HIV/AIDS, drug/alcohol abuse problems, autism, acquired brain injury, children with emotional difficulties and other care needs.

Information is asked separately for different age categories. Note that the age group refers to the person being cared for (not the carer):

- Children aged 0-17
- Adults aged 18-64
- Older People aged 65 and over

Note that age should be calculated as at 31st March 2014 (i.e. at the end of the reporting year).

3. SHORT BREAK / RESPITE

Short breaks are provided with the aim of enhancing and developing the quality of life of a person who has support needs and their carer and to support their relationship. The distinctive feature of short breaks is that they should be a positive experience for both. Short breaks can be provided within or outwith an individual's home.

Breaks provided to people without carers are excluded from this data collection, which is intended to measure a key element in support for carers.

This indicator only concerns short breaks (respite) provided or purchased by the Council.

The following types of short break (respite) should be included:

- Planned 'breaks from caring' where this is part of a care plan;
- 'Emergency crisis support' where a carer needs an urgent break to prevent or respond to a crisis;

- short breaks (respite), which are provided directly by the council;
- short breaks (respite) which are secured by the council from another source such as a voluntary or private sector organisation;
- short breaks (respite), even if this subsequently becomes longer term or permanent care. (Note that the original provision needs to have been on a respite basis, and it is only this period which should be reported).
- short breaks purchased using Direct Payments. These will be measured in monetary terms rather than hours and nights.

The following should not be counted as a short break (respite):

- Equipment and adaptations
- Telecare, telehealth care and community alarm services
- School
- Services which are designed to enable the carer to work
- Reablement services

- Short Breaks (respite care) should be categorised into one of the following groups:

Row type (Measure)	Setting	Service type		Definition
Overnight (nights)	At home	1	Overnight sitter services at home	Support provided in cared-for person's normal residence through a care attendant or sitting service that enables the carer to be absent, if they wish.
	Away from home	2	In a care home	Accommodated away from home in a registered care home or residential school.
		3	In other accommodation with support	Accommodated away from home in accommodation with support, in specific short break units such as specialist guest houses, community flats, purpose built or adapted houses.
		4	In other accommodation	Overnight respite care with another family or individual who have been specially recruited, such as adult placement schemes or fostering. Holiday breaks* involving overnight stays (unless in care homes (service type 2) or supported accommodation (service type 3)).
Daytime (hours)	At home	5	In cared-for person's normal residence	All respite services provided in the home of the cared for person, except overnight. Includes home care and daytime sitter services.
	Away from home	6	In a day centre	Day centre attendance (only counted when the provision of a respite care break to the carer is an <i>explicit</i> reason for day centre attendance recorded in the care plan of the carer or the cared-for person).
		7	Day activities not in a day centre	Day services and activities outside the home providing respite for the carer and not based in a day centre. Could include facilitated access to clubs, interest or activity groups or after-school clubs.
		8	Other day respite	Respite care in another family's home in daytime; Holiday breaks* without overnight stay. Supported breaks in a chosen setting for the person with care needs either with or without their carer. Befriending schemes where volunteers provide short breaks
		9	In a Care Home	Respite care provided during the daytime only (i.e. not staying overnight) in a Care Home setting. Overnight stays in a care home should be recorded as service type 2 only.
Direct Payment for respite		10	Direct Payment	Annual value of direct payment in £

Note: *Holiday breaks include opportunities for the carer and cared-for person being supported to go away together, as well as breaks for either carer(s) or cared-for person(s) to go on holiday separately.

4. FURTHER GUIDANCE

Councils should count all respite where the short break occurs during the reporting year – 1 April 2013 to 31 March 2014.

Respite should be the **primary reason** for providing the service and not a secondary benefit.

Day centre services provided on a regular basis to the cared-for person also provide carers with breaks from care tasks. However, they should only be included in this performance indicator if the provision of a respite care break to the carer is an explicit reason for this service recorded in the care plan of the carer or the cared-for person.

Daytime respite services should not be included unless they enable the carer to take a break of **at least one hour** from caring tasks.

Some care homes (and supported accommodation) have beds specifically designated for respite use: exclude any long-stay residents who have been admitted to such beds. Some residents may be admitted for respite which subsequently becomes long-stay. Count the period from admission up to the point when the reason for their continued residency has changed.

Stays in Care Homes should only be counted as overnights. Daytime hours should only be counted in Care Homes if the person is looked after during the day and doesn't stay overnight.

Where the short break involves the carer and person cared for remaining together, for example holidays together, the respite hours or bed-nights should be counted for one person receiving the short break, rather than for two.

5. CONVERSION to RESPITE WEEKS

To enable a total respite figure to be calculated to monitor the respite concordat commitment:

- Respite nights will be converted into respite weeks by dividing total nights by seven.
- Daytime hours will be converted into respite weeks by dividing total number of hours by 52.5

6. HOW TO RETURN THE SURVEY

There are two ways to return the Short Breaks (Respite Care) survey for 2013-14.

You can either:

1) SPREADSHEET RETURN

Return the data using the spreadsheet template similar to that completed in previous years.

2) INDIVIDUAL LEVEL RETURN

Return individual data through ProcXed. This will be part of the new Social Care survey and individuals will require to have the same IDs as those in the Social Care survey. Reporting will be to the same timetable as the Short Break (Respite Care) survey spreadsheet and can be completed separately from the Social Care survey.

Advantages of option 2) individual level data are that information will be available about the person who requires care. This information will include age, gender, client group, whether living alone, other home care services received (personal care, home care, housing support, community alarm, telecare, meals).

7. COMPARABILITY WITH PREVIOUS SURVEYS

It is important that where possible comparable figures are presented for 2012-13 and 2013-14, this will allow for the genuine increase in respite provision to be determined.

If you choose to complete the survey using option 1) SPREADSHEET RETURN then you will be asked to provide two separate figures for 2013-14:

- data which is comparable with that provided in 2012-13.
- Data which complies with the new guidance for 2013-14

If you choose to complete the survey using option 2) INDIVIDUAL LEVEL RETURN then you only need to return one set of data for 2013-14 which complies with the current guidance for 2013-14. You will also be asked to describe any definitional changes you have made when compared with 2012-13.