

# Out of Area (OOA) placements and transfers of care for people with a Learning Disability and or Autism in the South West – Providers Guide

An OOA placement is where an individual’s care and support is delivered in a local authority/CCG area that is different to the authority with the statutory responsibility. This document is intended for providers as a best practice guide where supporting someone in their service that has been placed by a commissioner that is not from the host authority that the care home is located in.

Types of placements made will include Registered Care (residential) Homes, Supported Housing (Supported Independent Living), Community Support/ Domiciliary Care and Residential Colleges.

## Step 1: Before accepting the person



1. Request a copy of the Individuals Care Plan – this should also identify any risks that providers need to consider
2. Identify whether you can meet the persons needs by providing an assessment either in person or via technology
3. Consider the impact the person being placed will have on those already living in the property
4. Placement has the right number of staff to support the needs of all in the Service
5. Staff have training to be able to meet needs
6. Confirm with placing authorities/CCGs that they have completed their requirements on their checklist

## Step 2: Start of placement



1. Develop the individuals care and support plan with Outcomes identified
2. Contact the secondary health team to advise that an individual has moved into their area
3. Register individual with GP
4. On the individuals record have contact numbers/emails for:
  - a) Placing authority social work team
  - b) Placing authority safeguarding team
  - c) Host authority safeguarding team
  - d) Secondary health care team

4. Information to be made available to the individual

a) Details of how to complain

b) Details of what's on offer at the care home

c) Who the allocated link work is (home staff)

5. Assess to technology that allows the individual to communicate with their families

6. Staff have completed all mandatory training

7. Ensure that staff's training is kept up to date where there are specific needs of the placed individuals

### Step 3: When the placement ends



1. Notify the host authority, GP and secondary health care team