

# ADULT CARER'S ASSESSMENT & SUPPORT PLAN (ACASP)

***Supporting Positive Outcomes for Carers***

A GUIDE TO HELP CARERS DEVELOP AN  
ADULT CARER'S ASSESSMENT  
and SUPPORT PLAN



Document Title	Adult Carer's Assessment and Support Plan (ACASP) Supporting Positive Outcomes for Carers Guidance for Carers	Owner:	Margaret-Jane Cardno, Head of Service, Strategy and Transformation
Version Number	1		
Date Effective	April 2022		

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## INTRODUCTION

As an unpaid carer in Scotland, you are part of the single largest group of care providers. West Dunbartonshire Health and Social Care Partnership (WDHSCP) values the immense contribution that you make to our local community and recognises that having caring responsibilities can have an adverse impact on one's life. Through its Strategic Plan 2019 -2022 and its [Local Carers' Strategy 2020 - 2023](#) WDHSCP makes the following commitment,

*"In accordance with the expectations of the [Carers \(Scotland\) Act 2016](#), the HSCP and partner organisations are committed to ensuring better and more consistent support for adult carers, young adult carers and young carers so that they can continue to care, if they wish, in better health and to have a life alongside their caring commitments".*

Many carers find it easier to continue in their caring role if they have some support. This support can be provided by Carers of West Dunbartonshire or, where appropriate, by WDHSCP. An Adult Carers Support Plan (ACSP) is used to help us understand what support would best meet your needs. In West Dunbartonshire an ACSP is known as an Adult Carer's Assessment and Support Plan – *Supporting Positive Outcomes for Carers* (ACASP)

## WHO IS ENTITLED TO AN ACASP?

If you live in Scotland, are over 18 years of age and provide regular care (or intend to provide regular care) to another person, then you are entitled to an ACASP. The person that you are caring for may have a physical or mental illness, long term condition, learning disability or an addiction. You are entitled to this regardless of the amount or type of care that you provide, you do not need to be living with the person being cared for or be looking after them full-time, neither do you need to be in receipt of [Carers Allowance](#). Even if the person you are looking after has not had their needs assessed, you are still entitled to an ACASP.

The local authority that is responsible for offering and preparing your ACASP is where the cared-for person lives, this is known as the "*responsible local authority*". If you live in West Dunbartonshire and the person that you are looking after lives in another local authority area, you should contact that local authority about having your needs assessed.

## DO I NEED TO HAVE AN ACASP?

Having an ACASP is entirely your choice, however it is necessary if you would like to receive support or services; only by having an assessment can we work together to discover what, if any, support you may need and it is a valuable way of helping you to think about how caring may be impacting your life. It can also help you to identify your personal outcomes, by that we mean what things you would like to change, or what you might want to keep the same and what support do you need to achieve your outcomes. Having an ACASP also helps organisations like WDHSCP and Carers of West Dunbartonshire understand what challenges carers face and informs them about how best to develop local services and support to carers.

## WHERE DO I GET AN ACASP?

If you are in touch with a member of WDHSCP staff e.g. a social worker may be assessing the person you care for, the opportunity of an ACASP should be offered to you but you can also request an ACASP from them and they will refer you to CWD. You can also request one directly from CWD yourself by calling on 0141-941-1550 or by visiting [Carers of West Dunbartonshire](#) where you can download the form.

Once completed you can print it and send it to Carers of West Dunbartonshire, 84 Dumbarton Road, Clydebank G81 1UG or email it to [acasp@carerswd.org](mailto:acasp@carerswd.org)

## **WHO COMPLETES AN ACASP?**

There are essentially two parts to an ACASP. The first are the questions about how caring impacts you and what outcomes you would like to achieve; this is the assessment. The second is the plan of what services would be most appropriate to help you achieve your outcomes; this is the support plan.

Some carers prefer to complete the assessment entirely or partly by themselves and you can do this if you wish, but you should not feel under pressure to do so. If you do want to complete the ACASP yourself, there is some guidance below which might be useful to you. You can also visit [CWD](#) for more information. If you would prefer to have help to complete it you should contact CWD. A Carer Support Worker will arrange to meet with you to discuss your ACASP. This can be done over the phone, at a face to face visit either in your own home or at the Carers Centre or via Zoom depending on your preference. You can ask the person you care for to be present and contribute if you wish or you can choose to keep what you say between yourself and the support worker. Completing your assessment will take the form of a conversation about the impact your caring role has and what help you need.

Whether you choose to complete the assessment section yourself or with a Carer Support Worker, the support plan will be developed by the Carer Support Worker along with you. This is because they know what support and services are most appropriate to meet your needs.

**You do not need to be registered with CWD before requesting your ACASP, they will go through the registration process with you once you have completed the form.**

## **HOW LONG DOES IT TAKE?**

Completing your ACASP can vary e.g. depending on whether or not you have completed some of the assessment yourself but generally most can be completed within 2 – 3 hours.

Discussing the impact of your caring role can be upsetting so you do not need to complete it all at once, you can start it and go back to it later or if you are getting help to complete it, let the person know that you are feeling upset or anxious and that you would like to take a break. They will arrange a suitable time to finish your ACASP with you.

## **WHAT HAPPENS ONCE I HAVE COMPLETED AN ACASP?**

If you have completed it yourself, the form directs you to contact Carers of West Dunbartonshire where you will be allocated a Carer Support Worker who will meet with you to review your ACASP and discuss your support needs in more detail.

From there, decisions can be made with you regarding which services and support, if any, are required and can best meet your needs and outcomes.

There may be several courses of action which could result from your ACASP:

1. Your outcomes can be met by the provision of universal or preventative support e.g. you might want to feel less isolated and wish to attend a carer support group to meet other carers or you might want to attend a social event and require replacement care for the person that you look after.
2. The support you require can be provided by making changes to the services that the person you care for receives e.g. you might need more help to provide personal care. In these circumstances the Carer Support Worker will make a referral to WDHSCP on your behalf and support you through the process that follows.
3. The most appropriate support can only be provided by WDHSCP e.g. you require a regular break from caring.
4. Your needs and outcomes can be met by providing a combination of approaches.

This process ensures a fair and equitable approach and means that by referring all newly identified carers to Carers of West Dunbartonshire in the first instance, universal and preventative services can be provided to you as soon as possible. It also ensures that only those who have been assessed as being appropriate for WDHSCP support will be referred to WDHSCP. The Carer Support Worker, and the allocated WDHSCP staff will work with you to progress your referral in order to access Self-Directed Support – see more information on Self Directed Support below.

### **WHAT HAPPENS TO MY INFORMATION?**

There is information about how your data processed at <https://www.carerswd.org/privacy-policy>

If we think that a referral to WDHSCP or another organisation is appropriate to achieve your outcomes, we will ask your permission first.

### **HELP WITH COMPLETING YOUR ACASP**

Knowing that the care and support you are providing is making a difference to someone's quality of life can be extremely rewarding. But caring can also be challenging and it is important that you get access to any help and support you may need to improve your own quality of life. It is therefore important that you give a complete and honest picture about your caring role and how it impacts you.

Before you start the ACASP, take some time to reflect on how your caring role has impacted your life. The day you choose to complete your ACASP could be a good day or a particularly challenging day, so it's important that you think about its impact over of the **past four weeks** when answering the questions. Think about your worst days and your best days, and what frequency of these might look like and how they feel on balance.

***Is the person you care for affected by a terminal illness?*** (By terminally ill we mean the person you care for suffers from a progressive disease and death in consequence of that disease can reasonably be expected within six months)

We ask this question because the timescales for preparing your ACASP are different. A member of staff must have a conversation with you within five working days of you accepting the offer to prepare your ACASP. We understand that this may be an upsetting time and the conversation and preparation of your ACASP will be a more "light touch" approach and focus on the support you need right away.

***Has the person received an assessment of their health and social care needs?***

We ask this because they may benefit from an assessment of their own needs or it may be that their condition has got worse and their original assessment should be reviewed. In addition, if the person you care for requires or is able to access support, this could affect how your caring role impacts on your life.

***What your caring role includes?***

Please choose from the options in the table, ticking all that apply to your caring role. If you are unsure about what any of these mean please feel free to move onto the next section and you will have the opportunity to discuss it with a member of our staff.

***What matters to you about having a life alongside your caring role?***

As a carer it's important that you also feel able to access other life opportunities. Think about what other opportunities are important to you. This may include sustaining employment, education/learning, looking after other relationships, getting breaks away, taking part in hobbies/activities, being able to practice your religious beliefs. You can read more about replacement care and shortbreaks in Appendix A.

### ***What matters to you about your caring role?***

Think about what is important to you in your role as a carer. This may include knowing the person you care for is receiving all the support they are entitled to, whether you or they are entitled to any financial support, emotional support, aids/adaptations for the cared for, knowing that you have enough knowledge about the cared for person's condition to provide the best care you can.

### ***Please describe any services or support(s) you currently receive to help with your caring role?***

This can include paid staff e.g. care at home services but can also include family and friends. It may also include people that provide you with emotional support. We would encourage you to think about who is in your entire circle of support.

### ***Impact of Caring***

To help you assess the impact of caring on your life, a framework is provided which will help you to consider the impact across different areas of your life. Please see **Table 1** (below) for table of indicators. You are asked to rate the impact of caring in terms of whether there is no (zero), low (1), moderate (2), considerable (3) or critical impact (4). If caring has no impact in a particular life area, please record "No impact". Otherwise, please select the most appropriate impact level based on your assessment of your circumstances and in the 'details' section of the ACASP, please record the reason why you have selected the level of impact. If you are unsure about any of these, you will have the opportunity to discuss it with a member of staff who will help you.

### ***If you have had contact with health and social care staff and other practitioners, have you felt valued in your caring role?***

The next part of the 'Impact of Caring' section asks whether you have had contact with health and social care staff and other practitioners and whether you feel your knowledge and expertise was valued during that contact. If you have had mixed experiences, please consider "on balance" or your feelings overall. This feedback is important to support workforce development across staff who engage with carers.

### ***In your current circumstances, do you feel able to continue in your caring role? In your current circumstances, are you willing to continue in your caring role?***

There is no legal obligation to provide care and your willingness and ability should not be assumed. However, most people do wish to continue to care and the HSCP, CWD and partners aim to provide appropriate and proportionate support to allow you to do so.

### ***Initial Support Planning***

In this section you are encouraged to begin to develop your own support plan. Reflecting on the impact of caring in the previous section, you're asked to think about what the ideal support would involve and what impact this would have. A member of staff can either help you complete this or will help you review it after you have completed it. Any decisions made should take account of your views and the evidence gathered during the conversation. If you meet or exceed the criteria for Local Authority support (i.e. where the impact on any one life area is considerable or above), you will be able to access Self Directed Support options. Further information about on [SDS](#) is provided below.

### ***Planning for Emergencies***

None of us like to think about things going wrong, but it is at these times when we are likely to have the least energy or be less able to concentrate and to make good decisions.



It is important to have a plan in place for these events. Carers of West Dunbartonshire can provide more information and support to help you develop your emergency plan.

### **Benefit Maximisation Check**

Very often benefits which people are entitled to go unclaimed, the staff member should always offer you a Benefit Maximisation Check. If you agree a referral to **Working 4 U** will be made. You do not need to accept this but we make the offer to ensure that you and the person you care for are receiving all of the benefits that you are entitled to.

### **WILL I BE CHARGED FOR SERVICES?**

You will not be charged for any support you receive as a carer. This includes replacement care for the person you care for to enable you to have a break from caring. You can read more about WDHSCP charging policy [here](#). If you are caring for someone who has been assessed as requiring personal care, they will be entitled to have that service provided free of charge.

Free personal care includes:

- ✓ services to support personal hygiene e.g. help with bathing, shaving, mouth, teeth and nail care.
- ✓ personal assistance e.g. help with dressing, to get in and out of bed and use of a hoist
- ✓ help to manage continence e.g. toileting, catheter or stoma care, bed changing and laundry.
- ✓ food and diet including help with eating and the preparation of meals (but not the costs of supplying food)
- ✓ dealing with the consequences of immobility and helping move about indoors
- ✓ counselling and support e.g. reminding and safety devices and psychological support
- ✓ simple treatments e.g. help with medication, application of creams and drops, simple dressings and oxygen therapy.

However, the person you look after may still need to contribute towards non-personal care services such as day care, care at home services, meals on wheels, community alarms and help with shopping and housework.

### **WHAT IF I HAVE AN ILLNESS OR DISABILITY?**

While the ACASP considers the impact of caring, it may be that you also have support needs because of your own illness or disability. In these circumstances, the HSCP [Eligibility Criteria](#) for adult social care should be considered and it may be that you require a My Life Assessment (MLA)

The MLA is designed to consider a person's health and wellbeing and does this alongside the appropriate eligibility criteria. Where a MLA is required, with your permission a referral will be made to WDHSCP.

### **WHAT HAPPENS IF I DISAGREE WITH THE DECISION?**

There may be times when you disagree with the assessor's view, in these circumstances they should clearly explain their rationale. If you remain dissatisfied, the assessor should support you to raise a concern with the assessor's line manager, in the first instance. If you remain dissatisfied thereafter, you should be supported to use [CWD Complaints Procedure](#) or the WDHSCP [Complaints Procedure](#) where appropriate.

### **MORE INFORMATION ABOUT SELF-DIRECTED SUPPORT**

Self-Directed Support is the way care and support is organised and provided in Scotland when a person becomes eligible for Local Authority support. If your needs as a carer can be met exclusively by support from Carers of West Dunbartonshire or other types of

universal support (i.e. non-Local Authority services) there is no need to consider SDS options.

You will become eligible for SDS when the threshold set out in the eligibility criteria is met or exceeded i.e. the impact of caring exceeds the 'considerable' threshold in any of the life areas in the 'Impact of Caring' section. Where the impact of caring exceeds the threshold in this life area, a carer is eligible to access SDS to have that need met.

Further guidance on SDS is available here: [SDS Scottish Government Guidance](#)

The assessor is required to provide you with information relating to SDS. You must be allowed to decide what support would make a difference to you personally, you should not be expected to choose from a prescribed list of options.

Examples of how this could be used include:

- ✓ driving lessons
- ✓ help with housework and gardening
- ✓ a short break, with or without the person you care for
- ✓ an opportunity to take part in activity to improve your health and wellbeing, for example, art classes, yoga etc
- ✓ emotional support or counselling

Self-Directed Support Options are:

**Option 1 – Direct payment:** A Direct Payment is a sum of money awarded to the carer from the Council to meet their assessed support needs. The carer controls how their budget is spent and can therefore choose what amount to pay for support they need

**Option 2 – Directing the available support:** this option provides greater transparency and control for the carer *without* the requirement to take this support as a direct payment.

**Option 3 – Services arranged for the person by the authority:** this is where the authority arranges any services on the person's behalf

**Option 4 – Any combination of the above to provide support for the person.**

**"SDS Ideas"** is a local independent organisation set up to support people consider their SDS options. More information can be found on their website: <https://www.sdsideas.co.uk/>



**Table 1: Table of Indicators**

		Universal support moving to commissioned services & support(local authority 'power to support')			More targeted, commissioned services & support(local authority 'duty to support')	
		1 Caring has no impact /no risk	2 Caring has low impact / riskprevention	3 Caring has clear impact / small, moderate risk. Response needed.	4 Caring has considerable impact / high risk	5 Evidence of critical impact / crisis
<b>Health</b>	Carer in good health	Carer's health beginning to be affected	Carer's health at risk without intervention.	Carer's health requires attention	Carer's health is breaking/has broken down	
<b>Emotional</b>	Carer has good emotional wellbeing. Good relationship with cared-for person	Caring role beginning to have an impact on emotional wellbeing Risk of detrimental impact on relationship with cared-for person	Some impact on carer's emotional wellbeing Some detrimental impact on relationship with cared-for person	Significant impact on carer's emotional wellbeing Relationship with cared-for person is significantly affected	Carer's emotional wellbeing is breaking/has broken down Relationship with cared-for person is breaking/has broken down	
<b>Finance</b>	Caring is not causing financial hardship, e.g. carer can afford housing costs and utilities	Caring is causing a risk of financial hardship e.g. some difficulty meeting housing costs and utilities	Caring is causing some detrimental impact on finances e.g. difficulty meeting either housing costs OR utilities	Caring is having a significant impact on finances e.g. difficulty meeting housing costs AND utilities	Caring is causing severe financial hardship e.g. carer cannot afford household essentials and utilities, not meeting housing payments	
<b>Life balance</b>	Carer has regular opportunities to achieve the balance they want in their life. They have a broad choiceof breaks and activities which promote physical, mental, emotional wellbeing	Carer has some opportunities to achieve the balance they want in their life. They have access to a choice of breaks and activities which promote physical, mental, emotional wellbeing	Due to their caring role, the carer has limited opportunitiesto achieve the balance they want in their life. They have access to a few breaks and activities which promote physical, mental, emotional wellbeing	Due to their caring role, the carer has few and irregular opportunities to achieve the balance they want in their life. They have little access to breaks and activities which promote physical, mental, emotional wellbeing	Due to their caring role, the carer has no opportunities to achieve the balance they want in their life. They have no access to breaks and activities which promote physical, mental, emotional wellbeing	

Feeling valued	Carer feels their knowledge and expertise is always valued by health, social care and other practitioners and consequently they feel included and empowered	Carer feels their knowledge and expertise is sometimes valued and consequently they generally feel included and empowered	Carer increasingly feels their knowledge and expertise is not valued by health, social care and other practitioners and consequently they sometimes feel excluded and disempowered	Carer often feels their knowledge and expertise is not valued by health, social care and other practitioners and consequently they often feel excluded and disempowered	Carer feels their knowledge and expertise is never valued by health, social care and other practitioners and consequently they always feel excluded and disempowered
Future planning	Carer is confident about the future and has no concerns	Carer is largely confident about the future but has minor concerns	Carer is not confident about the future and has some concerns	Carer is anxious about the future and has significant concerns	Carer is very anxious about the future and has severe concerns
Employment	<p>Carer has no difficulty in managing caring and employment and/or education</p> <p>Carer does not want to be in paid work or education.</p>	<p>Carer has some difficulty managing caring and employment and there is a risk to sustaining employment and/or education in the long term</p> <p>Carer is not in paid work or education but would like to be in the long term</p>	<p>Carer has difficulty managing caring and employment and there is a risk to sustaining employment and/or education in the medium term</p> <p>Carer is not in paid work or education but would like to be in the medium term</p>	<p>Carer has significant difficulty managing caring and employment and there is a risk to sustaining employment and/or education in the short term</p> <p>Carer is not in paid work or education but would like to be soon.</p>	<p>Carer has significant difficulty managing caring and employment and/or education and there is an imminent risk of giving up work or education.</p> <p>Carer is not in paid work or education but would like to be now</p>
Living environment	Carer's living environment	Carer's living environment is mostly suitable but could pose a risk to the health and safety of the carer and cared for person in the longer term.		Carer's living environment is unsuitable and poses an immediate risk to the health and safety of the carer and cared for person.	Carer's living environment is unsuitable and there are immediate and critical risks to the health and safety of the carer and cared for person

## **APPENDIX A – SHORTBREAKS**

In determining which support to provide to you, staff must consider whether the support should take the form of (or include) a break from your caring role. Details about this must be included in your ACASP. WDHSCP has published a Short Breaks Statement which can be found [here](#)

Short breaks are one of many forms of support that can help you to sustain your caring responsibilities, have a life alongside caring and achieve your personal outcomes. These include, but are not limited to:

- ✓ holiday or leisure breaks (with or without the cared-for person);
- ✓ sports and activity breaks (with or without the cared-for person);
- ✓ the purchase of resources to pursue personal interests or hobbies
- ✓ breaks at home during the day or overnight (with support from a care at home service); and
- ✓ play-schemes or after school clubs for the cared-for person.



Your break from caring can be provided regularly by the HSCP, if you meet the appropriate level(s) of need (please refer to SDS information), it can be provided as part of universal support from Carers of West Dunbartonshire or it can be a combination of both approaches. Details of your outcomes and the most appropriate form of short break to achieve them will be specified in your ACASP.

### **REPLACEMENT CARE**

If you are unable to leave the person that you are caring for, replacement care can be a way of supporting you, it can sometimes be called respite. It can be a valuable way of helping you to attend social events, seeing family and friends or attending your own appointments.

It may be that you will require replacement carer to enable you to take a break from caring. If you cannot take the break you need without replacement care being provided then the Local Authority has a duty to include providing or arranging the replacement care, whether or not the cared-for person has eligible social care needs in their own right. In other words, replacement care is not restricted to cared-for people who meet local social care eligibility. The Carer Support Worker will give you more information about replacement care.

## Useful Contact Information

ORGANISATION	PURPOSE		
CARERS OF WEST DUNBARTONSHIRE (CARERS CENTRE)	Support for adult carers	<b>0141-941-1550</b>	<a href="http://www.carerswd.org">www.carerswd.org</a>
YSORTIT	Support for young carers and young adult carers	<b>0141 941 3308</b>	<a href="https://ysortit.com/">https://ysortit.com/</a>
WORKING 4 U	Employment opportunities, assistance with benefits and debt issues, help to access learning, gain qualifications and improve digital literacy.	<b>01389 738296</b>	<a href="https://www.west-dunbarton.gov.uk/jobs-and-training/working4u/get-in-touch/">https://www.west-dunbarton.gov.uk/jobs-and-training/working4u/get-in-touch/</a>
SOCIAL SECURITY SCOTLAND	Help to get the benefits you are entitled to.	<b>0800 182 2222</b>	<a href="https://www.socialsecurity.gov.scot/">https://www.socialsecurity.gov.scot/</a>
HOME ENERGY SCOTLAND	Offers free advice on energy saving, keeping warm at home and more.	<b>0808 808 2282</b>	<a href="https://www.homeenergyscotland.org/">https://www.homeenergyscotland.org/</a>
LOMOND AND ARGYLL ADVOCACY	Provides independent advocacy to adults who use community care services. Our priority groups are adults with a learning disability, adults who use mental health services and people over 65.	<b>01389 726543</b>	<a href="http://laas.org.uk/contact-us/">http://laas.org.uk/contact-us/</a>
WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP	Responsible for the planning and the delivery health and social care services across West Dunbartonshire	<b>01389 737000</b>	<a href="http://www.wdhscp.org.uk/">http://www.wdhscp.org.uk/</a>
CITIZENS ADVICE BUREAU	Provides independent advice on Power of Attorney, consumer rights, pension guidance and more.	<b>0800 484 0136</b>	<a href="http://www.wdcab.co.uk">www.wdcab.co.uk</a>
SDS IDEAS	Provides independent information on Self-directed Support.	<b>0141 952 5758</b>	<a href="https://www.sdsideas.co.uk/">https://www.sdsideas.co.uk/</a>
SHARED CARE SCOTLAND	Information about taking a break from caring.	<b>01383 622462</b>	<a href="https://www.sharedcarescotland.org.uk/">https://www.sharedcarescotland.org.uk/</a>