

Transitional Personal Advisor (TPA) Service

Policy and Practice Guidance

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1 INTRODUCTION

There are a number of Looked After Children in Nottinghamshire who are based in Residential placements, as these are appropriately meeting their care needs. However, it is recognised that on occasion, these placements are not always appropriate for the longer-term care planning in meeting the needs of young people when they are on their pathway of transition into adulthood and requiring some increasing levels of independence. It is also acknowledged that longer-term provision of Residential placements can leave young people placed away from their families and communities. In recognition of the identified need for there to be some short-term intense involvement by professional(s) with a good skill-base and knowledge to assist young people into successful transitions from Residential placement to independence/semi-independence, Nottinghamshire Social Care have developed a bespoke plan and package of support, based within the Leaving Care Team and identified as the Transitional Personal Advisor Service.

1.1 TRANSITIONAL PERSONAL ADVISOR (TPA) SERVICE AIMS

This is a county-wide service, focusing on 16/17-year-old Looked After Children with the aim of:

- Improved Care Planning for independence and transition into adulthood/independence for young people aged 16 – 17 years currently in Residential placements
- Short-term intensive support for young people by experienced and skilled staff
- Limited caseloads to ensure regular availability of time to spend with young people and respond timely to their needs in order to assist and build a network of support and positive relationships to achieve planned objectives and continue development of their independence
- Flexible and bespoke packages developed around the individual young person's needs and wishes via a multi-agency approach
- Working together with the allocated Social Worker (LAC/CDS) in successfully achieving specific targets within the young person's Care Plan.
- Contributing to independence plans for young people that are both right for that young person, and that are meaningful as a longer-term independence plan.

1.2 CRITERIA FOR REFERRALS TO THE TPA SERVICE

The main function of the Transitional Personal Advisor(s) will be to jointly agree and then undertake short-term intensive direct work with a limited number of children aged 16 to 17 years, who are currently placed in Residential care. Alongside the children's allocated Social Worker, the focus will be for the TPA's to support the development of the young person's Care Planning to safely move them into semi-supported/independent accommodation. The main focus of this work will include support to develop their independence skills, such as problem-solving, personal care, budgeting, understanding the dangers of risk-taking behaviour and working with these children around decision-making, responsibility and the emotional impact of transitioning into independence. In turn, this will assist the young people to develop their resilience, so that they begin to develop better coping mechanisms and problem solving skills as they become adults. Although, there will be some flexibility offered by the Transitional Personal Advisor Service when appropriate, the main focus for referrals to the service are that:

- **They are a Nottinghamshire Looked After Young Person aged between 16 (statutory school leaving age) and 17 years old and currently placed in Residential care or within our Dynamic Purchase System (DPS) accommodation**
- **There is an agreed intention for the young person to exit their current accommodation placement and their transition into semi-supported/independent accommodation**
- **There are identified additional needs which require short-term intensive support in order to achieve a successful outcome within their transition into semi-supported/independent accommodation**

There will be a monthly TPA Tracking and Allocations Meeting where the above criteria will be considered in respect of any new referrals. However, if the criteria is not met, or there are extenuating circumstances and that the TPA Service is appropriate for involvement in a specific case then the TPA Nomination Referral Form (see appendix 1.0) should still be completed listing the full details of why the TPA Service is suitable and the reasons around this as the referral will still be considered for having TPA involvement.

2.0 TPA TRACKING AND ALLOCATION MEETING

The TPA Tracking and Allocation Meeting will be held every 4 weeks and chaired by an appropriate Social Care Group/Service Manager. The purpose of the Tracking and Allocation Meeting will be to consider the current cases allocated a TPA and the progression being achieved around their accommodation, as well as to review any referral nominations for the TPA Service.

The following person(s) will be invited to attend the TPA Tracking and Allocation Meeting:

- Children's Social Care Group Manager (Usually Chair of the TPA Allocations Meeting)
- Children's Service Manager for Leaving Care / Looked After Children Team (to Chair meeting in absence of Group Manager)
- Children's Service Manager for the Independent Chair Service
- Team Manager Leaving Care/TPA Service
- Representative from Nottinghamshire Social Care Placements Team
- Representative from Nottinghamshire Social Care's Countywide Disability Service (if appropriate)
- Representative from Nottinghamshire Finance Department
- Senior Social Work Support Officer (Minutes and Tracking)
- A Transitional Personal Advisor

The TPA Allocations Meeting will identify what cases will be linked to the TPA Service. All referral forms shall receive feedback as to the outcome of the TPA Allocation Meeting and this feedback will be emailed to the nominated professional who completed the TPA Referral Form.

There will be three likely outcomes from the TPA Allocation Meeting:

1. **Referral Accepted** and allocation to a named Transitional Personal Advisor
2. **Referral Deferred** pending further actions, information gathering/clarification for further consideration the next TPA Allocation Meeting
3. **Referral Rejected** as not being appropriate for the TPA Service involvement at that present time, but there will be consideration whether an early allocation to a Personal Advisor in the Leaving Care Team would be appropriate.

2.1 TPA PLANNING MEETING

In circumstances when the outcome of the referral is **Referral Accepted** then a TPA will be allocated, and a multi-agency TPA Planning Meeting will be arranged by the allocated Social Worker and TPA, which should take place within 10 working days of receiving notification of the TPA allocation. The purpose of this meeting will be to bring together all the relevant professionals involved with the young person to discuss their Care Plan and identify the time-framed actions required by the TPA so that the young person will successfully exit their current accommodation placement and transition into semi-supported/independent accommodation.

The TPA Manager will Chair this planning meeting where it will be agreed and recorded what actions the TPA will be undertaking and the timescale aimed for this to be achieved. It is recognised that the planning for young people to exit Residential placement and transition into semi-supported/independent accommodation can be challenging and so to ensure a cohesive and agreed plan then it is aimed for all professional conflict and disagreement to be resolved by agencies prior to the TPA Service referral/involvement. However, if there are concerns in respect of professional disagreements about the plan for the young person to exit their current placement accommodation and transition into semi-supported/independent accommodation then this will require a discussion between the TPA Manager and the Looked After Child (LAC) Team Manager in the first instance.

2.2 TRACKING OF TPA CASES AND ENDING TPA INVOLVEMENT

At the TPA Tracking and Allocations Meeting, there will be a discussion and update in respect of current young people receiving support from the TPA Service. This will track the progress and consider whether there needs to be a continuation of TPA Service involvement, or to identify and resolve any challenges in successful progression to semi-supported/independent accommodation. Once it has been identified that the planned aims have been achieved (*or are no longer achievable by the TPA Service*) then there should be a step-down to a Personal Advisor within the appropriate Leaving Care Team. This process will follow the current guidance in respect of the allocation of a Leaving Care Personal Advisor to a Looked After/Leaving Care entitled young person. It is good practice for there to be a smooth transition between the TPA and the newly allocated Personal Advisor and so it is expected that there will be at least one joint introduction visit to the young person where the ongoing support plan / Pathway Plan is discussed and agreed upon.



Transitional Personal Advisor (TPA) Nomination Referral Form

Prior to completing and sending this form, please consider whether any of these suggested criteria below are met and then expand on any relevant information within the referral itself. If the criteria is not met, then do not allow this to prevent you from making a referral to the TPA if you think this is appropriate:	Indicate which criteria is met (please tick ✓)
1. This is a Nottinghamshire Looked After Young Person aged between 16 (statutory school leaving age) and 17 years old and currently placed in Residential care or within Dynamic Purchasing System (DPS) accommodation.	
2. There are identified additional needs which require short-term intensive support to achieve a successful outcome within the young person's transition into semi-supported/independent accommodation.	
3. The above criteria is not met, but circumstances for the young person are such that a referral to the TPA Service may still be appropriate.	

Name of Young Person:		Mosaic ID:	
Date of Birth:		Age:	
Current Residential provider:			
Allocated Social Worker:			
Reason for referral and current plan for young person's move on:			

Name of Lead Nominator	

Please return completed forms to Transitional Personal Advisor Referrals via: tpa.referrals@nottsc.gov.uk