

**Warwickshire SEND Social Care
Personal Budgets
Resource Allocation Questionnaire
Secondary School Version**

Key Stage 3 and 4 Ages 11 Plus

Introduction

This questionnaire should be completed when a young person with additional needs is assessed for funding for a Personal Budget. This questionnaire applies only to secondary school pupils and should not be completed for children at primary school (in key stage 1 and 2). These introductory notes will explain:

- who can get a Personal Budget
- who is involved in completing the questionnaire
- how the questionnaire fits in with the assessment process
- how the questionnaire helps to suggest funding for good outcomes for young people
- how bands of support work
- how the points are scored
- how points help the council make an indicative funding offer

Glossary

Some of the words used in this document are not known to everyone. Here is a description for words which we think might not be obvious.

Personal Budget - This is funding provided by the council to support a young person (an annual amount to provide support for 12 months). The family will spend this funding on supporting the young person well by creating a support plan which will be agreed with the council to promote good outcomes for the young person and family.

Indicative Offer - this is an offer of funding made by the council after the assessment process and so the family can make a support plan knowing how much the council considers is a fair offer. Sometimes the support plan shows that support is more expensive than first thought due to a young person's needs and the costs of support to meet these needs. Sometimes families do not need all the funding to meet the young person's needs. Therefore funding may change when the support plan is completed. The funding is considered again when the support plan is completed and confirmed at that point.

Resource Allocation System (RAS) - this is how the funding for Personal Budgets is worked out by the council with the aim of providing the right amount of money to meet a young person's needs. The Resource Allocation System (RAS) aims to spread funding fairly between young people who have different levels of needs. This new system should be fair, transparent and easy for families to take part in.

Bands of Support - this is the way in which the council describes young people's needs and makes a fair funding offer. For example when a young person is described as needing lots of support this usually means that their needs are similar to other young people who need the support of an adult to take part in activities. The band for example, lots of support, is confirmed within the assessment and points to what the Indicative Offer should be to support good outcomes for the young person and their family.

Who can get a Personal Budget?

An Indicative Offer of funding for a Personal Budget is made because universal and mainstream services have already been maximised with the skilled support of a lead professional. There is an understanding that without funding the young person will not be able

to make best use of universal and mainstream opportunities. Due to the complexity of their support needs the young person and their family may need specialist support or opportunities.

Families with small support needs will usually not need to receive an Personal Budget but will be supported through our Early Intervention programme. When small funding (less than £377) is required to support a young person to access a community activity the council may then find a small grant to support this or support the activity directly.

Who is involved in completing the questionnaire?

This Resource Allocation System (RAS) questionnaire is designed to help families participate in decision making about funding and is shared openly with them. Families and young people should have copies of the questionnaire so that the scoring is transparent. The RAS questionnaire is a tool the family and social worker use to work together to establish the level of support needed. The paperwork is then completed by the social worker and shown to the family.

How the questionnaire fits in with assessments

The RAS questionnaire is part of the information gathering stage of the assessment and does not, by itself, meet the Local Authority's duties to assess children in need. The RAS questionnaire is therefore only completed once every two years alongside a new assessment. The assessment as a whole is the young person's 'statement of need'.

The questionnaire adds to the assessment by scoring the answers to questions and using the total result to work out how much money should be provided. Some young people's needs will score consistently in one support band throughout the RAS questionnaire. This will be taken into account when the social worker evaluates what band of support best describes the young person's needs. This will be stated clearly within the analysis of the assessment. Therefore the results of the RAS questionnaire should be read in conjunction with the assessment analysis section. The RAS questionnaire is authorised by a Team Manager within Children's Social Care as part of the assessment.

When assessing the support that the young person requires all the **natural support** should be taken into account within the questionnaire (the family circumstances, extended family networks and community resources that are normally accessed) because funding should be in addition to the strengths and resources within the family and community. However because the council is assessing the right amount of paid support to offer in the future the

questionnaire also should be completed as if there was no **paid support** already involved in supporting the young person.

The questionnaire captures a snapshot of support needs at the present moment in time and should relate to the young person's present circumstances. There will be some examples which do not fit the circumstances of the young person well. No guidance can hope to be so specific that it addresses each young person's circumstances exactly.

The funding that follows from the assessment is indicative and can be considered again if requested by the family when the plan is complete. This means before the funding is confirmed the council is clear that the young person's needs are met within the support plan by supporting the family to achieve good outcomes for the young person and provide the family with reasonable short breaks.

How the questionnaire helps to show what outcomes are needed

It is important to know not just that support to a young person is provided but also that it achieves good outcomes. The questionnaire works out broadly how much support a young person requires to meet good outcomes. The Newcastle's Children's Trust Board has agreed three overarching priorities that the council works towards;

Safe – Keeping children and young people safe and supporting families

Equal – Reducing inequalities and promoting equality

Achieving – Raising aspirations, achievements and opportunities

Our shared vision is to work towards making Warwickshire a great place to grow up where every child and young person:

- is safe and loved, healthy and happy, and free from harm, and
- has the chance to make the most of their talents and fulfil their potential

Understanding the Bands of Support

The questionnaire has a set of statements that every young person can expect as a reasonable lifestyle and each statement has a score. There is guidance underneath each statement which explains how to score the questionnaire by showing in detail our understanding of each statement and explaining what is meant by each level of support.

When completing the questionnaire the worker circles the band and the score and completes the summary sheet at the end of the document. In general terms the bands can be described in the following ways:



No Additional Support Needed	... shows that the young person needs no additional support or that this statement is not appropriate for the young person.
Some Support	... shows that the young person needs a little additional support on a continual basis or a lot of support to manage change.
Lots of Support	... shows that the young person needs supervision and support throughout most of the day this often includes 1:1 support from specialist services.
Exceptional Support	... shows that the young person has complex needs or there are high levels of risk to manage and usually requires 2:1 support from specialist services.

In the family section of the questionnaire the families' needs are banded in a similar way as those above. This family section refers directly to the support needs of the family rather than the young person's needs.

How the points are scored

Each statement has a set of points. Some point scores are higher than others because some questions have a bigger impact on the young person and family. For example questions around safety and health have bigger scores with a larger total of points than for other outcomes.

Where there is some overlap between bands and you feel that the question could be answered in either band always pick the higher band; it is easier to reduce support later on rather than deal with the consequences of providing too little support.

There is no expectation that a young person will score in every question, or that every question will be appropriate for every young person. Where you are clear that a statement does not relate to the individual they will score zero. An example of this would be when a young person will be at an extremely low risk of bullying because they have a complex learning disability and have a constant level of adult supervision everywhere they go. The questionnaire is balanced so that children with complex needs will score highly in other parts of the questionnaire.

How points help the council make an indicative offer

Once points have been allocated, then the total points will be calculated against a table of funding bands which rise step by step as the points increase. This funding table is attached

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as **Appendix 4** . We have based the funding amounts on comparisons with what funding has worked well in the past for young people with similar levels of need. This calculation will be taken into account when an indicative allocation is offered to the family to plan with.

The council will always do a lot of preparation before setting peoples allocations so that everyone can see that the young person has received their fair share of the budget. The amount of the indicative allocation is based upon the best estimate of the council about how much money is required to support a young person's needs well. At the end of working through the support plan with the family, the council will consider again whether the funding and resources allocated meet the young person's needs. When the support plan has been approved the budget is confirmed.

When we are working with young people with complex needs it is important to make sure contributions from health, social care and education are co-ordinated together and every effort will be made to ensure that there is joint planning between all agencies working with the family to maximise resources.

The questionnaire begins on the next page

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The Questions

Be Equal Questions

A. To be fit and healthy (physical health)			
No additional support required	Some Support	Lots of Support	Exceptional Support
0	13	21	28

No additional support is required when- when the young person has no particular health issues. They get common illnesses and they recover well. They generally keep good physical health.

Some Support is required- when the young person has a particular health condition that needs ongoing advice, support and monitoring from adults who care for them. For example a young person doing group activities would need staff to be aware of their condition and able to administer treatment but would not require continual day to day support because of their medical condition.

Lots of support is required- when the young person requires assistance every day with their health. As a result of impaired mobility, posture and balance the young person needs frequent support from an adult through the day (for example peg feeding, help to go to the toilet, to change their position etc.) The procedures to stay healthy impact a lot on the young person's day to day routine and may need assistance from people who have had guidance and training to meet their health care needs.

Exceptional support is required- when the young person needs support at all times and often will require more than one person to assist them because of their complex physical health needs. Some of this care will be with people who have specialist health care skills. The young person uses equipment essential to their wellbeing.

Or

Where the procedures that are required to maintain the young person's physical health require such care that they can only be delivered extremely slowly. These procedures take several hours each day and this has a huge impact on the child's opportunities.

B. To be relaxed and happy (mental wellbeing)			
No additional support required	Some Support	Lots of Support	Exceptional Support
0	13	21	28

No additional support is required - when the young person is generally happy and relaxed. A young person experiences the ‘ups and downs’ of growing up but does not have prolonged worries for which they need support. The young person, with help from parents, can cope with new places while experiencing just the usual nervousness most young people have when trying out a new place.

Some Support is required - when the young person is frequently distressed as a result of issues with their mental wellbeing, medical condition, pain management or mood swings. The young person has a frequent sense of stress and anxiety. They need some reassurance, support and supervision on a regular basis to manage their feelings and to feel relaxed.

Lots of Support is required - when the young person’s stress and anxiety continually affects their wellbeing and their behaviour can be challenging. A key issue for adults who support the young person is planning how to respond to their anxiety. The young person needs the help of a psychologist or psychiatrist to work towards feeling relaxed and happy.

Exceptional support is required - when the young person’s mental wellbeing needs are very complex. Their anxiety and stress is so high that they have extreme challenging behaviour as a result of emotional distress which needs to be managed. In order to ensure that there is not a risk, of injury to them self, or others they need the supervision of two adults continually to make sure everyone is safe. The young person needs support from specialist services working to a structured behaviour management plan.

C. To be able to travel safely and use public transport			
No Additional Support Required	Some Support	Lots of Support	Exceptional Support
0	4	6	8

No additional support is required when- the young person can access public transport and has the road safety skills to be able to do so. For older children, fifteen plus, they have the potential to learn the skills to travel independently (an important skill for life that will increase their opportunities in the future).

Some Support is required – when the young person does not currently have road safety skills but can learn these skills. They need support to remember skills and a detailed independent travel programme in order to become an independent traveller. Progress will require to be supported through continual review.

Lots of Support is required - when the young person is expected to always need the support of an adult to use public transport and travel safely.

Exceptional support is required - when the young person cannot use public transport because either it is not accessible to them or the experience of using it would be too stressful for them or those providing support. They therefore need to use transport that has been adapted to their needs or they need to travel with support.

D. To be able to communicate well			
No additional support required	Some Support	Lots of Support	Exceptional Support
0	9	14	16

No additional support is required- when a young person is a strong communicator through their first choice of communication and they can make clear their needs, wants and wishes they need no support in achieving this outcome.

Some Support is required- when a young person can explain some of their needs and wants but you need to check regularly that they have understood what they are saying. They may only pick out key words and their understanding of complex sentences may be impaired. If you are talking with the young person you need to check that they have understood what you are saying and are able to act on what has been asked of them.

Or

A young person has a hearing impairment which makes it difficult for them to hear consistently what is being said to them.

Lots of Support is required- when as a result of a young person's learning disability, it is difficult to understand the young person's communication consistently and/or they have challenging support needs because of their frustration with communicating. They need 1:1 support in order to make their views known.

Or

The young person is deaf and needs the support of an interpreter to communicate with those who don't know sign language.

Exceptional support is required - A young person finds it difficult to express their needs and wants and who needs intensive support. This would usually include young people who communicate with technological aids but it requires professional support to be clear that their views have been correctly interpreted. This could also include young people who do not use any form of recognised language like speech, signing or technology and whose communication is interpreted mainly through their behaviour and their speech partners are not confident that they have interpreted their communication correctly.

(Please be aware that if the young person is deaf and needs interpreting services this may require the indicative allocation to be adjusted because of the high cost of interpreting. This should be considered upon completion of the assessment.)

To Achieve Questions

A. To join in with activities with other young people my age			
No additional support required	Some Support	Lots of Support	Exceptional Support
0	14	21	27

No additional support is required- when a young person is supported to get involved in their hobbies and leisure interests by their family and face few problems in doing so. A young person can accept the guidance and support from adults leading activities most of the time and can take part in the activity with other young people. The young person has few fears or worries about going out and getting involved in activities with people they know well.

Some Support is required – When a young person needs 1:1 support for a short period of time (in addition to the usual support provided to young people within the group) to introduce them successfully into the activity. Other adults who support the activity or club require training and/or support to ensure that the young person is included.

Lots of support is required – when a young person needs to be continually supported throughout the activity. For example it is not enough for a parent to be nearby, a supporter needs to participate in the activity alongside the young person, making clear what they need to do or supporting them physically. The young person can only participate successfully in an activity if they have an individual worker alongside with them and who knows them well.

Exceptional support is required- When a young person needs 2 supporters to be with them throughout the activity. The support needs to be from people who are very aware of the young person’s needs and have specific skills, for example in knowing how the young person communicates and/or in behavioural support.

Or

Where a young person, as a result of challenging behaviour, may pose a risk to themselves or others and this severely restricts the places they can visit and activities they can take part in.

Or

Where the procedures that are required to maintain the young person’s health require such care that they can only be delivered so slowly that they take several hours each day and this has a huge impact on the young person’s ability to engage in activities

B. To learn the skills I will need that will help me in future to have a chance of getting a job and to be as independent as I can be.

No additional support required	Some Support	Lots of Support	Exceptional Support
0	10	17	23

No additional support is required - when the young person is engaged in education or training that will lead to a nationally recognised qualification that will increase their opportunity of getting paid employment. It is a challenge for any young person to move out and live in their own home but they can access the support services that are available to get housing and have the potential to develop the skills to maintain their own home and live an independent life.

Some Support is required - when the young person is learning new skills. They need consistent support and reminders to stay on task to develop skills. They need this planned support on an ongoing basis if they are to build skills towards independence and employment.

Lots of Support is required - when the young person will need constant support to perform purposeful tasks. Training courses require to be tailored specifically to their needs. Work experience needs to be carefully crafted and supported by an employment coach constantly on a 1:1 basis. They need 1:1 support now to work towards the goals of employment and independence.

Exceptional support is required - the young person needs 2:1 support for their daily living, self care, and independent skills. This may be a young person with complex health needs, a profound disability or challenging behaviour who requires 2:1 support and is at constant risk of being excluded from social life. There is a continuing need for professional advice and guidance from occupational therapy or psychology to develop plans to support the young person to maintain and develop skills.

Or

Where the procedures that are required to maintain the young persons’s health require such care that they can only be delivered so slowly that they take several hours each day and this has a huge impact on the young person’s opportunities for independence.

C. To have a circle of friends			
No additional support required	Some Support	Lots of Support	Exceptional Support
0	13	20	26

No additional support is required -when the young person enjoys other young people’s company and finds it easy to meet and make friends and continue friendships.

Or

Some young people with autism do not seek friendships and so no extra support is required if they successfully tolerate other young people and have learnt how to be with other young people without becoming distressed.

Some Support is required – when the young person needs the support of their family or carers to plan and prepare to get out of their home and meet up with their friends.

Or

When some young people with autism need constant reminders about how to cope with meeting other young people they know.

Lots of Support is required - when the young person needs someone to support them to travel to meet their friends, keep the friendship going and provide support when they are with their friends.

Or

When a young person with autism does not tolerate other children easily and requires 1:1 support when they are around other young people.

Exceptional Support is required - when friendships are hard to keep and the young person needs intensive support to keep in touch and keep their friendships. Two to one support is required to support meetings and activities with friends.

Or

Young people who find it very distressing to leave their home or environments that they know well and have extremely limited contact with young people their own age.

Stay Safe Questions

A. To be safe at home with immediate family			
No additional support required	Some support	Lots of support	Exceptional Support
0	22	35	48

Please note this question is scoring how risk aware the young person is within their home and how much supervision is required to support them to be safe around the house. It is not trying to rank parenting capacity (whether there are any safety issues as a result of the quality of care parents provide). If the council has concerns around parenting issues these would be worked with as a safeguarding or parent support issue.

No additional support is required - when the young person is safe at home with their family. The young person avoids danger in the home most of the time (e.g. boiling water, plug sockets) or those dangers are now not present because of aids adaptations in the house. The young person would not be expected to come to any harm if they were unsupervised in the house.

Some support is required- when the young person will try and stay safe. It takes a lot of time to explain everyday risks in the home to the young person. The young person struggles to remember the explanation and they need to be continually reminded about danger and risk.

Or

The young person can play safely but needs an adult to regularly check that they are safe if they are unsupervised in a room in the home.

Lots of support is required - when the young person has the ability to reach dangers in the home and adult supervision in the same room is needed to stop the young person from becoming hurt.

Or

Without continual supervision in the same room the young person would be at risk of harm. This would include children who cannot move out of the way of danger or who, if unsupervised, would not be able to change their posture.

Exceptional support is required- when there are many serious concerns about the young person's safety and there is continual monitoring on a day to day basis by professionals to ensure the young person's safety.

Or

There is a need to monitor the young person's ability to place them self in danger even when they are continually supervised.

B. To be safe in the community			
No additional support required	Some support	Lots of support	Exceptional Support
0	22	34	50

Please note that in this question the lots or exceptional support levels can only be scored if there is a current constant threat from or to the young person to be managed.

No additional support is required - when the community the young person lives in is a stable neighbourhood. The caring adults in the young person life are trusted and the young person is safe in their company. The young person is safe with their friends and bullying is not happening at the moment.

Or

The young person's support needs are high and because they will always have an adult nearby they have not experienced bullying and are at a low risk of being bullied because of this additional protection.

Some Support is required- when there are worries about the young person's safety in their community. The young person is safe most of the time but there are places where they go to or people they see where they are in danger or are exploited.

Or

They are occasionally bullied by other young people and need advice about how to assert them self and where they can find support to bring the bullying to an end.

Lots of support is required when – The young person is facing a constant threat from their community or from adults in their social network.

Or

When the young person's relationships with their peers and places they visit through the week often gets them into conflict with other young people and the police

Or

The young person is distressed by persistent bullying and present support to bring it to an end is not working. The young person needs very regular support to bring it to an end.

Exceptional support is required when - There is a big chance the young person may be seriously injured because of severe bullying having a big impact on their whole life or severe exploitation or abuse by other young people.

Or

There is a high risk of the young person regularly injuring other people and this has to be constantly managed because the young person has no sense of social boundaries and/or has severe challenging behaviour

Or

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The young person is constantly involved in the criminal justice system and has become involved in criminal activity.

Family Section

A. Family life is good and there is time for everyone in the family to enjoy life and pursue the things that matter to them			
No additional support required	Some Support	Lots of Support	Exceptional Support
0	14	22	30

No additional support is required- when family life is good, the family cope well and are resilient in supporting the young person's needs. The family do not experience regular stress as a consequence of supporting their child's needs. Parents or carers have some time regularly to pursue their own interests and to relax

Some Support is required-when the young person's needs result in the parent/carers regularly experiencing stress. This has an impact on their day to day wellbeing. Parents have very little time to relax.

Or

When there are occasional difficult behaviours which sometimes place siblings at risk and siblings may experience disruption in their ability to have friends around the house or to do homework.

Lots of Support is required - when the parents and carers experience severe stress as a result of the impact of caring for the young person and this is affecting their mental or physical health and this is in turn affecting the whole family.

Or

The needs of the young person require a lot of support and time from parents that the other children in the family are seriously effected and this is resulting in siblings experiencing high levels of stress or tiredness.

Exceptional support is required – when parent/carers feel such high levels of stress as a result of the impact of caring for the young person that the family is in crisis and professional support is needed to sustain the family.

Or

When parents/carers have their own health care needs that have exceptional impact on their ability to support their young person day to day.

B. Parent/ Carers get a good nights sleep

No additional support required	Some Support	Lots of Support	Exceptional Support
0	6	9	12

No additional support is required- when the parent/carers generally sleep well, are usually not disturbed through the night and get sufficient sleep to be able to have the energy to care for the young person without feeling overtired.

Some Support is required - when the parent/carers are up several times each week to support the young person and as a result they feel overtired throughout the day. Or where the young person goes to bed late or is an early riser and this leads to the parent carer feeling over tired.

Lots of Support is required - when the parent/carers are up several times throughout the night every night to support the young person or the sleep pattern of the young person is so erratic that this leads to the parent/carer feeling exhausted.

Exceptional support is required - when the parent/carers are feeling overwhelmed by the sleep deprivation that caring for the young person entails. This is leading to an extreme level of exhaustion and stress for parent or carers and the family as a result is in crisis.

C. Parents carers get the support they need from friends, neighbours and extended family which regularly provides them with short breaks

No additional support required	Some Support	Lots of Support	Exceptional Support
0	10	15	20

No additional support is required- when the parent/carers are well supported by friends, neighbours and their extended family. There are several people who know and love the young person and are willing to help with caring for them. The parent/carer knows that there is a group of people they can turn to for help on a regular basis.

Some Support is required - when the parent/carers receive some extended family and friend support but this is infrequent and for only very short times. There are few breaks provided by family and friends for the carer.

Lots of Support is required - when the parent/carers receive no support from family and friends with the care of the young person and this leads to stress and overtiredness. Although there is not a supportive network amongst extended family and friends there is support from a partner or a family member living with them.

Exceptional support is required - when a parent/carer feels extremely isolated. One person is caring for the young person solely without any support from family or friends. The parent carer is under a great strain as a result and this is having a big impact on their health and wellbeing.

Individual Record Sheet

Who helped fill this in?

Young Person	
Family Members	
School	
Other Professionals	
Date completed	

Instruction to workers: Please complete form, circle scores from completed RAS, fill in totals and indicative budget and submit to panel with any additional evidence 1 week before Quality Assurance Panel. **DO NOT ATTACH THE COMPLETED RAS**

P Number:		Sex:		DOB:	
	No additional support required	Some Support	Lots of Support	Exceptional Support	Total Score
1) Being Equal					
a)	0	13	21	28	
b)	0	13	21	28	
c)	0	4	6	8	
d)	0	9	14	16	
Sub-total					
2) Achieving					
a)	0	14	21	27	
b)	0	10	17	23	
c)	0	13	20	26	
Sub-total					
3) Being Safe					
a)	0	22	35	48	
b)	0	22	34	50	
Sub-total					
4) Family					
a)	0	14	22	30	
b)	0	6	9	12	
c)	0	10	15	20	
Sub-total					
Total Score					
Indicative Budget					

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Additional Evidence

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Panel Decision:	
QAP Agreed Budget:	
Signed (Panel Chair):	
Date:	