

Business Rules for Preparing For Adulthood (PFA) Service:

1. It is a requirement that all young people known to Children's Services are added to the PFA Spreadsheet by age 16
2. For late referrals*, Children's Services are required to continue to fund the package for 6 months or until all relevant assessments have been completed and an agreed support plan is in place. The only exception to this is if the delay has been caused by allocation in Adult Social Care.
3. Referrals who are fully funded by Continuing Health Care (CHC) must be added to the PFA spreadsheet by age 16. (This requirement will be reduced to age 14 by the end of November 2024)
4. Referrals who are known to Special Educational Needs and Disabilities (SEND) must be added to the PFA spreadsheet by age 16. (This requirement will be reduced to age 14 by the end of November 2024)
5. Referrals who are known to Children and Adolescent Mental Health Service (CAMHS) must be added to the PFA spreadsheet by age 16. (This requirement will be reduced to age 14 by the end of November 2024)
6. The PFA spreadsheet should be continually checked and updated
7. MDTs must be undertaken for all young people. Children's Services are responsible for coordinating and planning all MDTs. ASC worker will attend MDTs from age 16 alongside other MDT team members. The ASC worker must be documented and referenced in all paperwork and plans.
8. Adult Social Care staff must :
9. Inreach at multidisciplinary team meetings from age 16
10. Actively support from age 17
11. Take responsibility for the person (where timescales are met) at age 18
12. Children's Services must be transparent regarding high cost cases being transferred to Adult Social Care. This includes the place of residence, provider, full costing details and the review plan.
13. Adult Social Care will ensure the cases are held with the PFA social worker allocated until the completion of the 6-8 week review and then (in agreement with the Team Manager) will move to annual review. This will only take place when stability and the long term plan is in place.

PFA Assurance Meetings

1. An email reminder will be sent out to members 10 days prior to the meeting. Updates to the spreadsheet must be made 5 working days before the meeting.
2. All members who cannot attend the meeting must send both apologies and a Deputy who has full knowledge and understanding of the cases.
3. PFA social workers must attend Assurance Meetings

** Late referrals are those who are likely to be Care Act eligible and have been known to Children's Services for longer than 3 months prior to turning 18 years old.*