**Definitions - Scheme Link and Lead Roles**

**Scheme Development Link**

A Scheme Development Link is a person with comprehensive knowledge and understanding of the scheme review process and supported living schemes; this could be a senior social worker or OT, deputy or team manager. The Scheme Development Link is involved in the development of new supported living schemes.

The Scheme Development Link:

1. Attends onboarding site visits alongside SALS/Contracts to provide an operational practice perspective
2. Provides feedback to the SALS/Contracts on observations and suggestions to ensure that the property is suitable and concerns can be addressed
3. Facilitates discussions with the provider on core models of support and assistive technology
4. When the property is onboarded the Scheme Development Link role transitions to the Scheme Link role

**Scheme Link**

A Scheme Link is a person with knowledge and understanding of a scheme, this could be a senior social worker or OT, deputy or team manager. A Scheme Link is a named person linked to a scheme, they oversee that appropriate actions are taken when filling voids.

The Scheme Link:

1. Has knowledge of the scheme and provider
2. Provides information to social workers to support their assessment of the suitability of voids
3. Ensures management and progression of referrals to voids
4. Links in with the provider to update on referrals and actions to fill voids
5. Facilitates discussions between social workers to establish compatibility, leads decision on suitability for void
6. Signposts workers to the Scheme Review Guidance
7. Provides advice and guidance on the scheme review process including the use of plotting and calculation spreadsheets
8. With newly on boarded schemes, provides advice and guidance to develop a core flexi model of support as adults move in until the scheme is full.
9. Supports with analysis of plotting spreadsheets to ensure core and individual support is clearly defined
10. Actively promotes the use of Assistive Technology for both assessment/review and ongoing support
11. Reminds workers of the need to update the SALs when voids are filled
12. Ensures that Scheme Profile information is captured and sent to SALs.

**Scheme Lead**

A Scheme Lead is a person with comprehensive knowledge and understanding of the scheme review process and the local provision; this could be a social worker, senior social worker or OT, deputy or team manager. The Scheme Lead oversees the scheme review process within a team in which they work.

The Scheme Lead:

1. Leads on the scoping visit with provider, ensuring they are aware of the Scheme Review expectations and next steps
2. Gathers and evidences visit findings in the scoping document
3. Identifies how progress on the scheme review will be tracked
4. Facilitates an initial meeting with workers:

* Shares and discusses the Scheme Review Provider/Adult Information.
* Sets out Scheme Review requirements
* Clarifies expectations of evidence based assessments
* Shares information from commercial meeting and confirms the role of commercial in Scheme Reviewing
* Shares the scoping document and discusses evidence gathered
* Identifies issues and risks to Scheme Review
* Discusses Scheme Review documents and person centred tools
* Agrees dates for future meetings to keep the scheme review on track
* Confirms how progress will be reported
* Agrees roles and responsibilities
* Records agreed actions from the meeting for distribution

1. Facilitate regular meetings with involved workers to track progress and agree deadlines for actions
2. Ensures the scheme review guidance document informs the approach, stages and actions including the use of Plotting Scheme spreadsheets, Calculation Spreadsheets and Proposals for changes to support
3. Actively promotes the use of Assistive Technology for both assessment/review and ongoing support
4. On conclusion of the scheme review ensures there is a finalised calculation spreadsheet, plotting spreadsheet and scheme profile which captures and accurately reflects the information gathered during the scheme review process.