

## **Section 11 ILF Reviews And Revisits**

This section relates to all Fund Users (see Preface) unless otherwise indicated

### **11.1 The ILF Review**

- 11.1.1 Local Authority (LA) Involvement At An ILF Review**
- 11.1.2 LA Involvement**
- 11.1.3 How The Funds Help The LA With Reviews**
- 11.1.4 Why The Funds Undertake ILF Reviews**
- 11.1.5 Important Points To Remember About ILF Reviews**
- 11.1.6 When Will An ILF Review Take Place?**
- 11.1.7 Is An ILF Review Always A Visit?**
- 11.1.8 Information Needed At An ILF Review**
- 11.1.9 What Happens After An ILF Review?**

### **11.2 Revisits And Reassessments**

## **11.1 The ILF Review**

Every two years, the Funds will look again at a Fund user's package, to ensure that they are getting the right amount of money and their care needs are being met; this is called an **ILF Review**. An ILF Review is dealt with in the same way as an initial visit (see Section 5). The Funds' Trustees decided that regular visits to Fund users should form part of the Funds' service. If there is a change in circumstances within the 2 yearly ILF Review programme a revisit can be requested by the Funds, the LA, or the Fund user (see 11.2).

### **11.1.1 Local Authority (LA) Involvement At An ILF Review**

#### **Fund Users Who Applied After March 1993**

As with an initial visit (see section 5), it is important that the LA representative (LA rep) attends an ILF Review, thus ensuring all parties concerned are informed of the care provided, costs involved, and confirmation is obtained that the Fund user is receiving the required level of LA support. It is often found at a review that the care need or package that was previously agreed has changed.

These packages are a tripartite agreement with the ILF, Fund user and LA. If changes need to be made to the package, the LA representative (LA rep) is required to discuss these, and options to meet these changes, with the Fund user and the Funds' Assessor. The Fund user may have a friend, relative, advocate, or anybody else of their choosing at the visit.

The ILF Review will not go ahead if the LA rep does not attend the visit, unless there are exceptional circumstances that have been discussed and agreed by the Funds. If

the LA does not respond to the Funds' requests to attend an ILF Review, the Funds will suspend payments to a Fund user, as the Funds cannot ensure that the tripartite agreement is still viable without the LA's confirmation.

### **Fund Users Who Applied Before March 1993**

The review will happen in the same way as a Fund user who applied after March 1993 but without the automatic involvement of the LA (see below). The Fund user may have a friend, relative, advocate, or anybody else of their choosing at the visit.

#### **11.1.2 LA Involvement**

The LA may not be aware if one of their users is an ILF user who applied before March 1993 as well, as this was not a criterion to access the ILF at that time. The LA rep should ask their users if they receive monies from the Fund when they undertake assessments, if they do receive Fund payments the LA rep should seek the user's consent to discuss the package with the Fund and such agreement should be copied to the Fund.

These users must have given their consent for the Fund to pass information to a LA rep, without the user's consent the Fund cannot give out information to the LA.

Where there is LA involvement in the package, and the Fund has obtained consent to contact the LA, the Fund will normally expect the LA rep to attend a visit.

If consent to discuss a package is not available, the Fund will look at cases individually eg a request for a substantial increase in funding may be refused if an Fund user refuses to involve the LA.

### **11.1.3 How The Funds Help The LA With ILF Reviews**

#### **Fund Users Who Applied After March 1993**

The Fund can provide the LA Contact Officer (see 1.13) with a list of these users within that LA, who are due to have an ILF Review. These are called Advance Review Lists. These lists are available quarterly for the LA to ensure that ILF cases are not closed, and that an LA rep will be appointed to be at the ILF Review.

### **11.1.4 Why The Funds Undertake ILF Reviews**

The ILF Review is important for several reasons.

- It makes sure that a Fund user has contact with the Funds at least every two years, and the Funds can ensure enough money or support is provided to meet their needs in conjunction with the LA.
- It gives a Fund user the chance to tell us about any changes that might have happened to them since the last visit they had, and ask any questions they may have about payments, or the Funds in general.
- It gives the Funds a chance to check that the award a Fund user receives is being used appropriately. The Funds have a responsibility to check that money is used correctly, as ILF funding is provided entirely by public money.

### **11.1.5 Important Points To Remember About ILF Reviews**

- The ILF Review has to happen, it is a condition for the Funds to make continuing payments to a Fund user.

- The LA rep must attend an ILF Review for fund users who applied after March 1993
- A Fund user and the LA rep can help an ILF Review go smoothly by providing the information required by the Funds to conduct the review quickly (see 11.1 and Section 5).
- **A Fund user does not have to wait until the ILF Review if there have been any changes:** a Fund user or LA rep can ask for a reassessment of a package at any time, not just at the time of the ILF Review (see 11.2 revisits). A Fund user, or the LA rep, must tell the Funds at once about changes that could affect a Fund user's payments (see section 14).

#### **11.1.6 When Will An ILF Review Take Place?**

The Funds will undertake a reassessment every 2 years at the ILF review. If a change in circumstances occurs within this period a revisit can be requested.

#### **11.1.7 Is An ILF Review Always A Visit?**

The ILF Review will always be undertaken by an ILF Assessor (Funds' Assessor) who will arrange a visit with the Fund user and the LA representative (LA rep) if applicable (see 5.2).

### **11.1.8 Information Needed At An ILF Review**

The information needed at an ILF Review is the same as needed at an initial visit for both Fund user and LA Rep (see section 5). An information sheet is sent to the Fund user regarding what happens at the visit, and the information we will require.

### **11.1.9 What Happens After An ILF Review?**

After the ILF Review, the Fund will process the information and write to the Fund user and LA rep (if appropriate for users who applied before March 1993) to inform them of the outcome, in the same way as an initial visit (see 5.4.3).

## **11.2 Revisits And Reassessments**

For reassessments of payments or circumstances that require a visit by an ILF Assessor, these are called **revisits**. A revisit may be requested by the Funds, the Fund user or the LA rep. It will depend on the change in circumstances whether or not the change requires the Funds to revisit, or if the change can be dealt with on paper without a revisit. Eg, a small increase in the hourly rate the Fund user pays his/her PA may not require a visit, however, a significant change in circumstances will require a revisit. A change of address will normally require a revisit.

In the following circumstances a revisit will be considered

Change of

- ✓ Circumstances (see 14.1)

- ✓ Address (see 14.10)
- ✓ Income (see 14.5)
- ✓ Care needs/costs (see 14.2)

The Fund user may have a friend, relative, advocate, or anybody else of their choosing at the visit.