

Using the Kirklees Eligibility Screening Tool (FACES)

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Version History

Date	Comments
14/09/2009	Original Document
25/11/2009	Document updated to incorporate details about forwarding information from FACES into the PLA
23/12/2009	Details about version number message added

The Kirklees Eligibility Screening Tool is a questionnaire which assesses an individual's eligibility for services and support, based on the responses given to a set of questions, and a set of scores allocated to those questions. The tool is based around the Fair Access to Care Services (FACS) criteria.

An electronic version of the screening tool has been produced which both allows the questionnaire to be completed interactively, and then determines the service users eligibility for services.

This guide describes how to use the electronic tool to perform an eligibility screening.

The document can be found on the Intranet under the documents menu on the Adult Services Home page.

From the Kirklees Intranet Home page...

- Goto the Adults and Communities home page (link found under the Services menu)
- Goto the Adults Services home page (link found on the right hand side in the Service Sections menu)
- Click on the link named 'Documents Adults Services' found on the left hand side of the screen
- Click on the link 'Assessment Forms, valid from Janaury 2010'

→ Text only → Accessibility → A to Z → Help → Feedback

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Adults and Communities: Assessment Forms Valid from January 2010 (PPFIK)
October 2009

- Eligibility
- Assessment
- Verification and Support
- Support Set Up
- Care Support and Review

The documents on this page form part of the document set that is to be used to support the new personalised assessment process which is to be introduced from January 2010.

The personalised assessment process is divided into stages, as outlined below.

Eligibility

The Eligibility stage determines an individual service user's eligibility for social care services.

Service Intranet Links

- Documents - council wide
- Documents Adults and Communities
- Communication
- Learning and Development
- News
- Our Directorate
- Policies, Procedures & Guidelines

Related Links

- Department of Health Putting People First
- Department of Health Options for Excellence
- Department of Health Transforming Adult Social Care
- PPFIK Frequently Asked Questions

Scroll down to find the Eligibility section.

Download the document and open it. A message will appear asking whether the macros (computer program) contained within the document should be enabled. These macros are used by the tool to determine a service users eligibility, The Enable Macros button should be clicked.

Microsoft Word

'G:\SSIS\ACM\Transformation_Personalisation\Information\PLAQ\PLAQ with Online Calculations (25082009).doc' contains macros.

Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.


Click Here

Disable Macros Enable Macros More Info

The document will open. A message will appear which displays the version number and date the document was last updated.



Check that the version number displayed matches the latest version number of the document notified to your team and published on the Intranet. If the document you are using is an older version please close it and download the latest version from the Intranet.

Fair Access to Care Services: 

Eligibility Screening Questions

Personal details

Name:	<input type="text"/>	Date of birth:	<input type="text"/>
Address:	<input type="text"/>		
Telephone number:	<input type="text"/>		
E-mail address:	<input type="text"/>		
Sexual orientation:	Heterosexual / Gay / Lesbian / Bi-sexual / I do not wish to state	Gender:	Male / Female

Enter the service user name here

The cursor will be positioned over the first field within the tool that is to be completed. This is used to record the name of the service user that is being screened for eligibility.

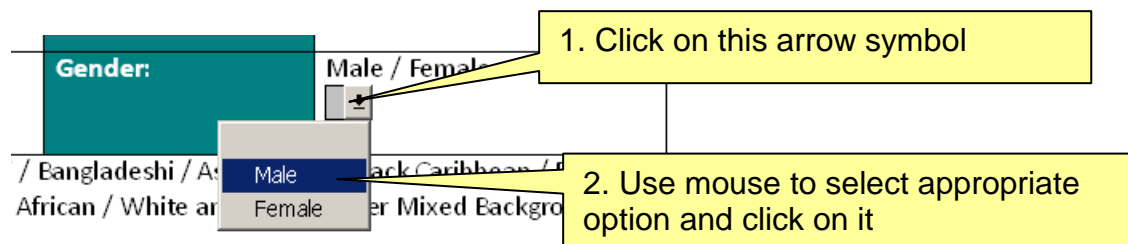
Once the name has been entered press the TAB key to move onto the next field and enter the date of birth. Repeat this process.

If it is necessary to go back to the previous field at any time press the SHIFT and TAB keys together.

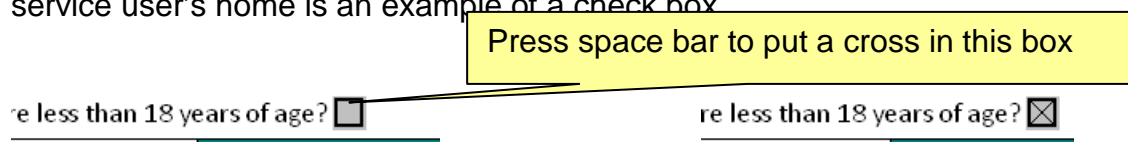
The cursor keys can also be used to move between the fields within the document. The down and right cursor keys will move the cursor to the next field, whilst the up and left cursor keys will move the cursor to the previous field.

Some of the fields in the eligibility screen document offer the user a choice between a set of alternatives. These are known as combo boxes. The question which asks about the gender of the service user is one example of a combo box field.

When this field is selected a down arrow symbol will appear on the right hand side of the field. Use the mouse to click on this arrow and a list of options will appear. Use the mouse to point at the appropriate option to select it.



Most of the fields in the screening tool are tick boxes, which can either be marked with a cross or left blank. These fields are known as check boxes. The question which asks whether anyone under the age of 18 lives in the service user's home is an example of a check box.



To put a cross in a check box, or to remove a cross from a check box use the TAB key to select the field and then press the space bar. This will cause a cross to appear in the check box if it was previously clear, or will clear the check box if it already contained a cross.

Crosses may also be placed in check box fields by simply clicking on the field with the mouse.

For most questions within the tool the service user must choose one response from a range of alternative responses.

2.	DAY TO DAY LIFE <i>Activities of Daily Living- things like shopping, cleaning, doing the laundry, preparing and cooking meals, managing your money, dealing with letters and bills.</i>	Please tick the most appropriate statement
a.	I do not need help with day to day living	<input type="checkbox"/>
b.	I need weekly help with one or two activities of day to day living	<input type="checkbox"/>
c.	I need daily help with several activities of day to day living	<input type="checkbox"/>
d.	I need help at all times with activities of day to day living	<input type="checkbox"/>

Be careful to avoid clicking on two or more check boxes for the same question, as unfortunately the FACES document can not prevent this automatically. If the wrong check box is selected in response to a question the incorrect check box must be cleared and the correct check box selected instead.

2. DAY TO DAY LIFE	<i>Activities of Daily Living- things like shopping, cleaning, doing the laundry, preparing and cooking meals, managing your money, dealing with letters and bills.</i>	Please tick the most appropriate statement
a.	I do not need help with day to day living	<input type="checkbox"/>
b.	I need weekly help with one or two activities of day to day living	<input checked="" type="checkbox"/>
c.		<input checked="" type="checkbox"/>
d.		<input type="checkbox"/>

Only one check box must be selected for each question !!!

Once all the questions in the screening tool have been completed, the service user's eligibility for funded services must be assessed. Go to the bottom of the document and click on the Assess button.

8. Carer Support	<i>This is for you and/or your carer to complete.</i>	Please tick the most appropriate statement
<i>If you don't have a carer please ignore this question.</i>		
a.	I am a willing and able carer	<input type="checkbox"/>
b.	My caring role has some impact on me	<input type="checkbox"/>
c.	My caring role has a significant impact on me	<input type="checkbox"/>
d.	I feel unable to	<input type="checkbox"/>
Explain further:		
Overall Eligibility:		
		<input type="button" value="Assess"/>
Signature:		
Date:		

Click here to assess the screen user eligibility

This will check that all questions have been answered, and that no questions have been given multiple answers. If there are any problems with the responses then these will be listed in a second Word document.

PLAQ Eligibility Screening Error List (V0.992)

Produced 14/09/2009 11:02:14

Section: Personal Details

Service user name: No value entered
Service user address: No value entered
Service user gender: No value entered
Permission to share data: No value entered

Section: Carers

Service user has carer: No value entered
Service user has next of kin: No value entered

Section: Screening

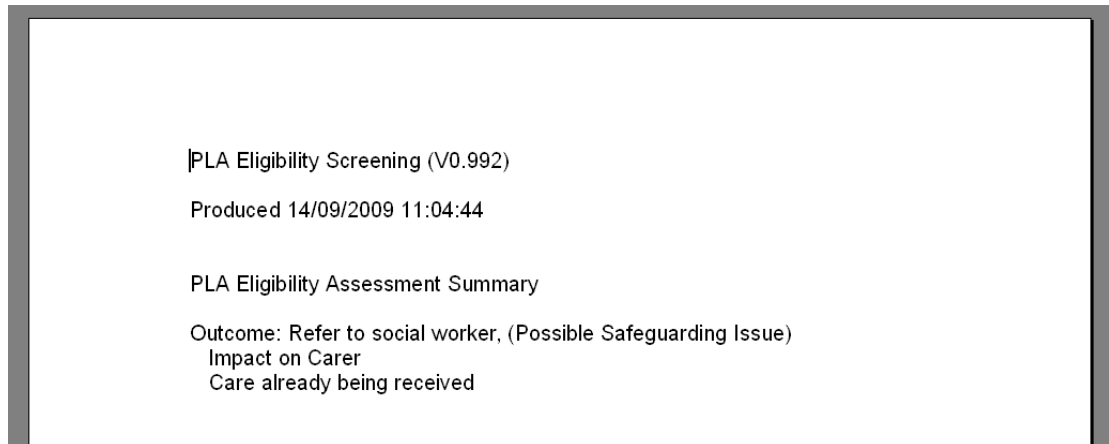
Q1. Looking After Yourself: No value entered
Q2. Day To Day Life: Only one response can be specified
Q3. Making Decisions: No value entered
Q4. Family and Friends: No value entered
Q5. Work, Learning and Leisure: No value entered
Q6. Staying Safe: No value entered
Q8. Help and Support: No value entered

All questions which have not been answered, or which have been answered incorrectly, should be corrected and the Verify button pressed again. Repeat this process as necessary

If no errors are found in the document an assessment of the service user's eligibility will be made. One of three messages will be displayed.

Message	Meaning
Not Eligible to complete the PLA	The service user has not demonstrated substantial or critical needs in any of the FACS domains. The service user should be sign posted to information and other organisations which might offer assistance
Eligible to complete the PLA	The service user has demonstrated substantial or critical needs in one or more FACS domains. The rest of the FACES document should now be completed (see below).
Refer to social worker	The tool is unable to determine if the service user is FACS eligible, but their responses indicate that a social worker should review the details. The rest of the FACES document should be completed (see below).

A summary of the responses given to each question and a breakdown of how eligibility has been determined will be saved within a third Word document.



The overall eligibility will also be shown at the bottom of the screening document.

If the service user is eligible to complete the PLA or if they need to be referred to a social worker the remaining fields within the document must be completed.

The Verify Save and Forward to PLA button must then be pressed.

The screenshot shows a form with the following fields:

Sexual orientation: Heterosexual / Gay / Lesbian / Bi-sexual / I do not wish to state

Ethnicity: White British/ White Irish/ White Other/ Indian/ Pakistani / Bangladeshi / Other Black / White / Other Mixed / I do not wish to state

A yellow callout box with the text "Press this button to complete the process" points to a button labeled "Verify, Save and Forward to PLA" at the bottom of the form.

The personal information which has been entered will be verified, and document can be saved.

If the information entered into the FACES tool needs to be forwarded to the PLA then a new instance of the PLA should be opened prior to this button being pressed.