

ROLE OF THE ILF ASSESSOR (ILFA)

Essential elements of the role

ASSESSMENT

1. The primary task of the ILFA is to use their social work skills to assess the level of need of clients on behalf of the ILF.
2. The ILFA should then make a recommendation to the ILF on the amount and cost of care to be funded by the ILF
3. In Group 2 (new application or former 93 Fund) cases the ILFA should be ensuring that the client is in agreement with the package that has been discussed with the LASW, and the ILFA should not just be "rubber stamping" the proposal of the LASW. The ILFA should also ensure that the client and the LASW are in agreement with the ILFA recommendation.
4. If there is not agreement between all 3 parties in a Group 2 case, the ILFA should suggest a source for an independent opinion (eg a doctor)

ILF CRITERIA

1. The ILFA should be aware of the ILF criteria, and ensure as far as possible that the recommendation being made comes within those criteria.
2. In Group 2 cases the ILFA should check as far as possible that the SSD are complying with the ILF criteria.

REVISITS

1. The ILFA should obtain information about how the ILF money is being spent at present.
2. The ILFA should report any concerns and observations about ILF criteria not being met at present.
3. The ILFA should do a new assessment of need, and make a recommendation on the amount and cost of care to be funded by the ILF.
4. In Group 1 (former Ext Fund) cases the ILFA should establish the level of SSD involvement, and if there is a request for a significant

increase, the need for the SSD to be involved should be discussed.

5. In Group 2 cases the revisit should be done jointly with the LA Social Worker. If an effective social worker cannot be allocated to do the visit within 2 months, then the team leader should be contacted, and the completed SSD1000 sent to the ILFA before carrying out the revisit on their own. If, at the visit, it is apparent that the LA is not providing the services stated on the SSD 1000, the ILFA should try to establish with the LA why they have given the wrong information.

INFORMATION TO BE OBTAINED AT A VISIT

1. The ILFA should make reasonable efforts at the visit to obtain the information necessary to fully complete the ILFA report form and the Financial Information form. If this is not available at the visit, the ILFA should explain why the information is not available in their report and leave the client with a list of information to be forwarded to Nottingham, with a prepaid envelope. The ILFA should state on the report in the appropriate place that the missing information has been requested.
2. The ILFA should make reasonable efforts to obtain any information needed to enable them to complete their recommendation either at the visit or after the visit, before returning their report to Nottingham. If it is not possible to obtain this information, the ILFA should explain the difficulties in their report.

INFORMATION TO BE GIVEN AT A VISIT

1. The ILFA should make it clear at a revisit that they do not come from the Nottingham office, and that they do not know all the details of the client's case.
2. The ILFA should make it clear that they will make a recommendation to the ILF, but they do NOT make the final decision.
3. The ILFA should not make any promises about the level of award that is likely to be made, or how soon the client will hear from the ILF.
4. The ILFA should explain the next stage of the process in their contact with the ILF.

5. The ILFA should explain that ILF funding should only be used to pay for qualifying support and services, and should not be used to pay for any Local Authority services.
6. The ILFA should tell clients that they should keep records of how they spend their funding from the ILF.
7. The ILFA should explain to the client that they should report any changes in their circumstances or their care needs to the ILF.

COMMUNICATION WITH NOTTINGHAM

1. The ILFA should make it clear in their report if they have had difficulties obtaining information, or making a recommendation. Explanations make it easier for Nottingham staff to decide how to progress the case.
2. If anything needs dealing with urgently on the return of the report to Nottingham, the ILFA should fasten a clear note to the front of the ILFA report.
3. The ILFA should give explanations for their recommendation, particularly if there is something unusual about it.