

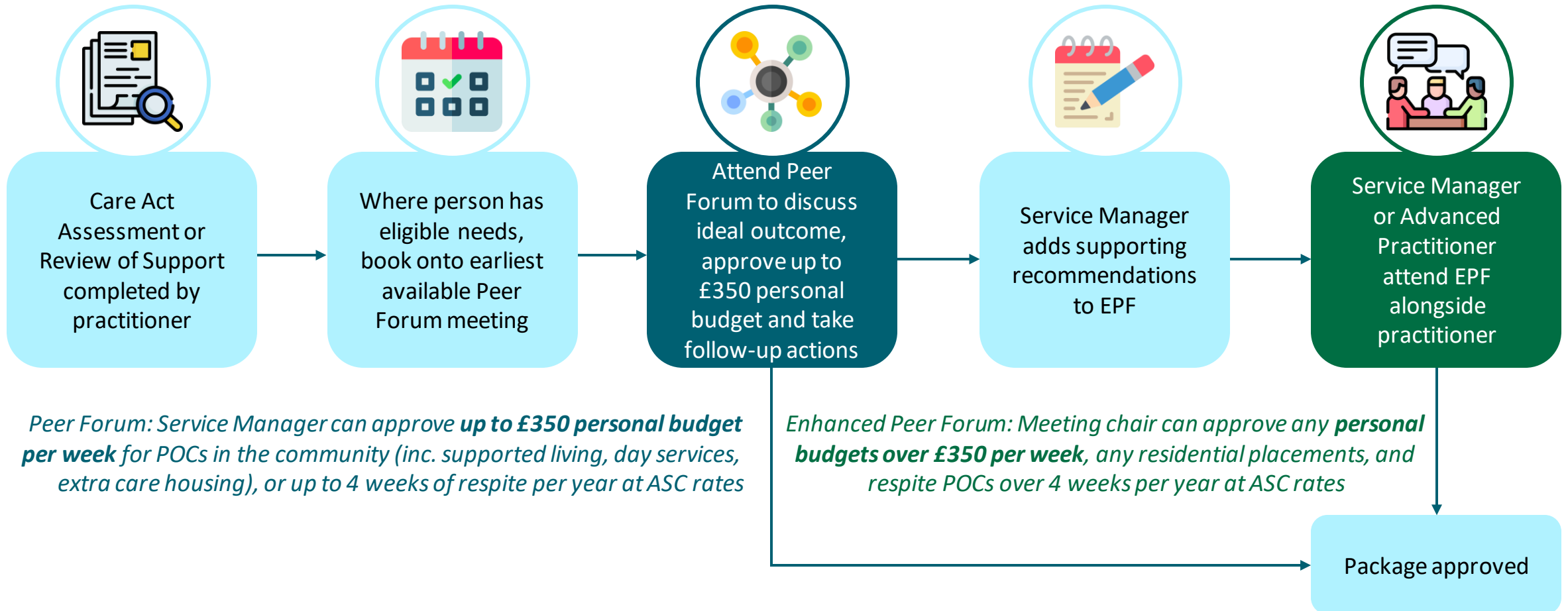
ASC Financial Decision Making

Practitioner Guidance – November 2023

Personal Budget Approval Process

The Peer Forum will reset with a focus on strengths-based conversations, to ensure that it is outcome-focused and happens at the most effective time for practitioners.

The Enhanced Peer Forum is set to take place daily from 20th November, for any residential placements, new packages or increases which bring a personal budget over £350 per week.



Peer Forum Reset

Principle: A strengths-based collaborative discussion focussed on finding solutions which promote independent outcomes before plans are finalised



Outcome-Focused

The discussion will be focussed on the best outcome for each person rather than funding

Agenda

- 1) Description of the person
Summary of strengths, eligible needs and work done so far
- 2) Possible outcomes
Discussion on person's goals, and potential support from community/network
- 3) Alternative support
Check-in with community agents from CCS and occupational therapist for any potential support
- 4) Outcome approval or recommendation
Summary of discussion to ensure plan will maximise independence for each person

Attendees

- Service Manager (Chair)
- Presenting worker
- Social Worker or ASCP
- Community Agents
- Occupational Therapist
- Health Colleagues (if appropriate)

Audits

To ensure the Peer Forum is strengths-based, Strategic Managers will undertake regular audits of the PF alongside audits of the financial spend across all service areas. PF forms must be submitted to enable this.



Earlier

The meeting will happen as early as possible to ensure it is most impactful

Care Act Assessment or Review of support plan completed by practitioner

Where person has eligible needs, book onto earliest available meeting

Complete relevant fields of PF/EPF form

Attend MDT to determine ideal outcome

POC approval

Engage with relevant professionals eg OT/CCS

Present case at EPF for funding approval

Complete costed support plan and remainder of EPF Form

Enhanced Peer Forum Adjustments

The Enhanced Peer Forum will expand **from the 20th November**. It will be happening daily, and will consider any residential placements, POCs in the community which entail a personal budget of over £350, or respite for more than 4 weeks per year.

The purpose of the session is to give an opportunity for practitioners to get the support of senior operational managers to ensure that all options have been fully explored before adding or increasing a package of care.



Frequency

The EPF will take place daily from the 20th November - chaired by either the Service Director for ASC Operations, Strategic Manager for HIS and Intermediate Care, or the Strategic Manager for Neighbourhoods.

Monday: 1pm – 4:30pm
Tuesday: 9am – 1pm
Wednesday: 9am – 1pm
Thursday: 9am – 1pm
Friday: 9am – 1pm



Requirements

When presenting to EPF, the Advanced Practitioners or Service Managers should attend with the individual worker to ensure we bring the learning and discussion from the session back to our teams.

The request to the meeting should be completed via Eclipse, as well as an assessment/review and support plan.

Where required, please provide the relevant assessments of:

- Moving and handling
- Occupational therapy
- Mental capacity
- Health
- Best interest decision