Brokerage - Support Plan Process - PLACEMENTS Social Worker/ACW Manager **Brokerage** 1. IF FNC - Confirm in Case Notes element included. 2. Create Funding Rationale in Case 3. Manager - add authorisation to Notes. Notification - select Team Case Notes Manager 4. Create Draft SP 5. Re-assign Draft SP to 'Brokerage Draft Support Plan Placements Tray'. 6. Email the SW a choice of 3 Homes 7. Inform Brokerage which Home has been chosen by the family from the selection of Homes. 8. Email chosen Home to assess. Once Home accept placement agree cost and liaise with SW placement start date. Update the Draft SP with cost and re-assign to the SW for authorisation 10. Manager Authorises. SP will 9. Check SP and enter correct sum. generate back to SW. 'Finalise and send for Authorisation'. Add Case Note select 'Funding'. 11. Complete Next Action and schedule review date. Re-assign Service Provision to 'Brokerage Next Action Tray'. 12. Check SU placed on same date as SP Start Date and complete Service Provision. 13. Brokerage will add a Case Note for a letter and Support Plan to be sent to the SU and 'Notify' Brokerage Admin to process. 14. Brokerage Admin will send letter and SP to SU. END