

Core contract will cover process for inflationary uplift and backdating of increased charges

SW

Needs assessment, identify suitable accommodation, provide the "Choosing and paying for Res Care" leaflet. Case note with above information, who was involved in conversation

Care and Support Plan – assign to Brokerage to identify placements at DPS rate

Offer DPS placement. Record placements offered, rejection and P's/family's request for higher cost placement. Ensure placement of choice meets needs as per Care and Support Plan.

For urgent placement requests, e.g. hospital discharge, default offer is short-term placement at DPS rate

Provide **3<sup>rd</sup> party leaflet**. Record outcome of the conversation and P's understanding on case notes under "3<sup>rd</sup> party top up" drop down. Include 3<sup>rd</sup> party's understanding that P may have to move if they're unable to pay the top up.

Advise 3<sup>rd</sup> party that to proceed (prior to placement) **affordability check** needs to be completed. SW to hand over form/provide link. 3<sup>rd</sup> party to complete within 1 week. TM to check returned form and sign.

If non-compliant or cannot afford, process will end.

If all OK, issue **3<sup>rd</sup> party agreement**, to be signed by 3<sup>rd</sup> party and provider and ensure it's returned. **ASC to sign**. Scan onto Civica under "3<sup>rd</sup> party top up".

Update Support Plan and send to Brokerage. "Support and Planning" tab – total cost of placement with note on 3<sup>rd</sup> party top up. PB to be the cost to Social Care. "Your Personal Budget" tab – assessed weekly contribution. Other funding – drop down 3<sup>rd</sup> party. Send copy of 3<sup>rd</sup> party agreement to Brokerage.

Add Special Factor "3<sup>rd</sup> party"

For all placement reviews, workers to check with service user/family/provider if there is a 3<sup>rd</sup> party top up and to ensure they sign the new 3<sup>rd</sup> party agreement / contract. No financial checks, if they have been paying their contributions and there are no concerns.

Brokerage

Support Plan and 3<sup>rd</sup> party agreement form received. Individual placement agreement to be sent to Provider (they can start charging)  
3<sup>rd</sup> party agreement and individual placement agreement to be send to e-procurement

e-procurement

Add 3<sup>rd</sup> party as contact and link to service user on ContrOCC

Childrens Resource Team

Add funding arrangement to Client on ContrOCC

Corporate Debt Collection Team

If invoice not paid, reminder letter sent to 3<sup>rd</sup> party after 21 days.  
Notify ASC Triage Team if invoice outstanding 1 month after invoice date.