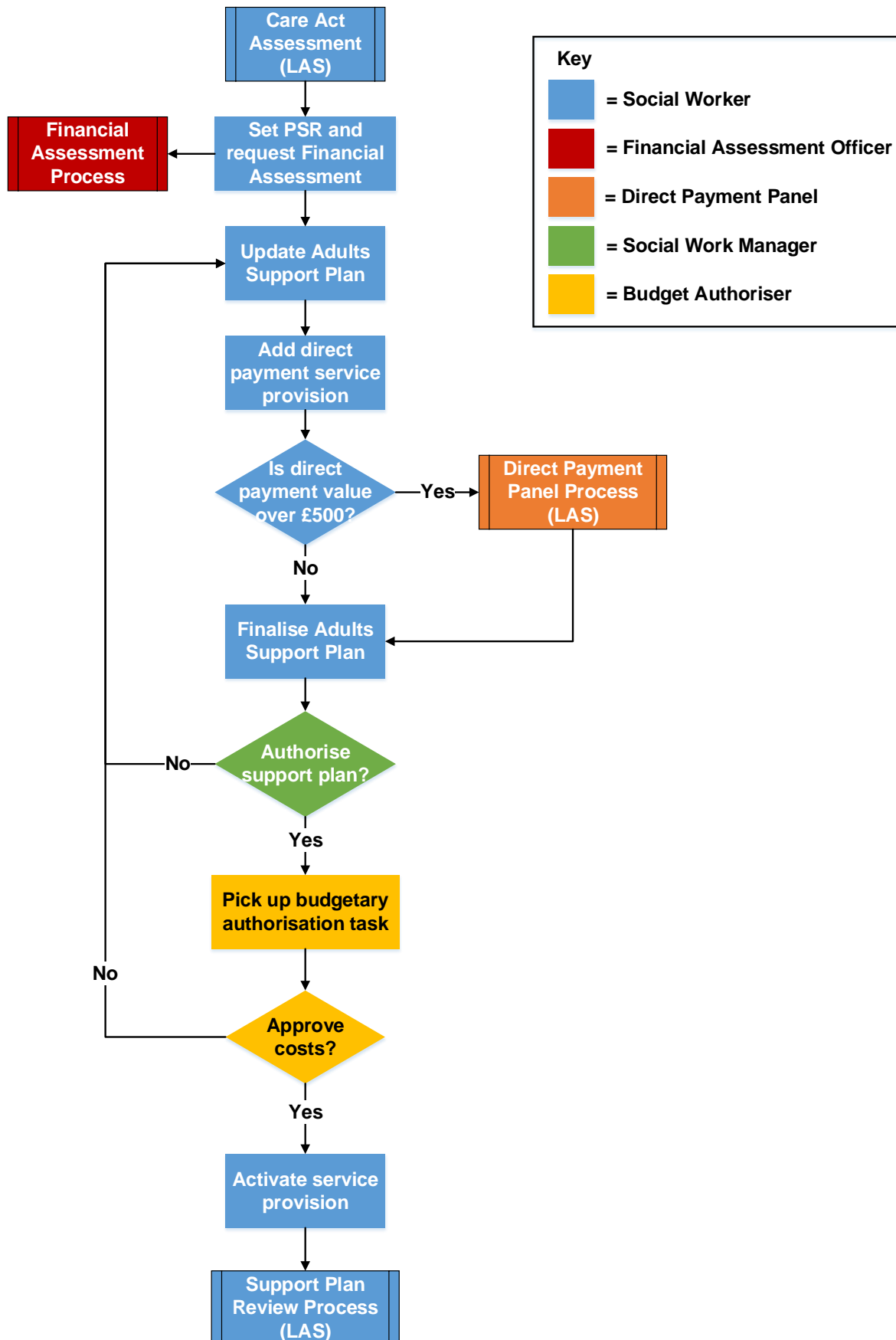


Appendix 1 - Direct Payments LAS guidebook



Direct Payments (DP) are added via the Support Planning pathway, but will not require any brokerage involvement. The services will be added to the support plan but will automatically skip the brokerage tasks for any direct payment services.

The configuration has been set-up to support both the historic DP payments, and the provision and support of new DP payments, including the Virtual Wallet Scheme. Details around these specific processes are included in the Direct Payment Pack.

The 'to be' Direct Payment process ensures:

1. All provisions are recorded and updated as part of the Support Plan process
2. All DP costs are completed by the social worker, and there is not an option for these to be sent to any of the brokerage trays
3. As no brokerage intervention is required, the support planning process will skip this step in the planning workflow, and the plan will proceed to the plan authorisation stage
4. The completed plan can be returned by the manager to the social worker, if there is an issue with the services added or details within the plan
5. Services are sent to the appropriate budget tray, determined by the team/service selected
6. Only managers with granted access and spending limits can view, pick up and authorise services from select budget trays

Once authorised, the activation task will be returned to the social worker.

Independent Lives

Any support around information and advice on recruitment of support workers, the resident should be directed to support for Independent Lives.

Instructional video

There is a helpful video on how to set up a DP on the service provisioning wizard on LAS [here](#).

Clarifications

- The Resource Allocation System (RAS) must be completed for all service provision, including Direct Payments. Remember that the RAS gives an indicative budget, it won't necessarily be the final DP amount that you agree with the person but if not the indicative amount, you must record the reason why a different amount is arrived at. If the DP is going to be over £500 per week, that must be agreed at the DP panel.
- The DP provision does not go to brokerage, there will be no option to send to brokerage, please do not reassign the support plan to brokerage.
- If the DP is to be paid into the person's bank account, the Payments team must be given the bank account details via their email box SwiftPaymentTeam@croydon.gov.uk , do not record bank details anywhere on the LAS system.
- Support with the signing of the DP agreement is the responsibility of the worker setting up the DP.
- Carers' DPs are decided via the Carer's conversation record and Carer's RAS. The DP is recorded on the carer's support plan.