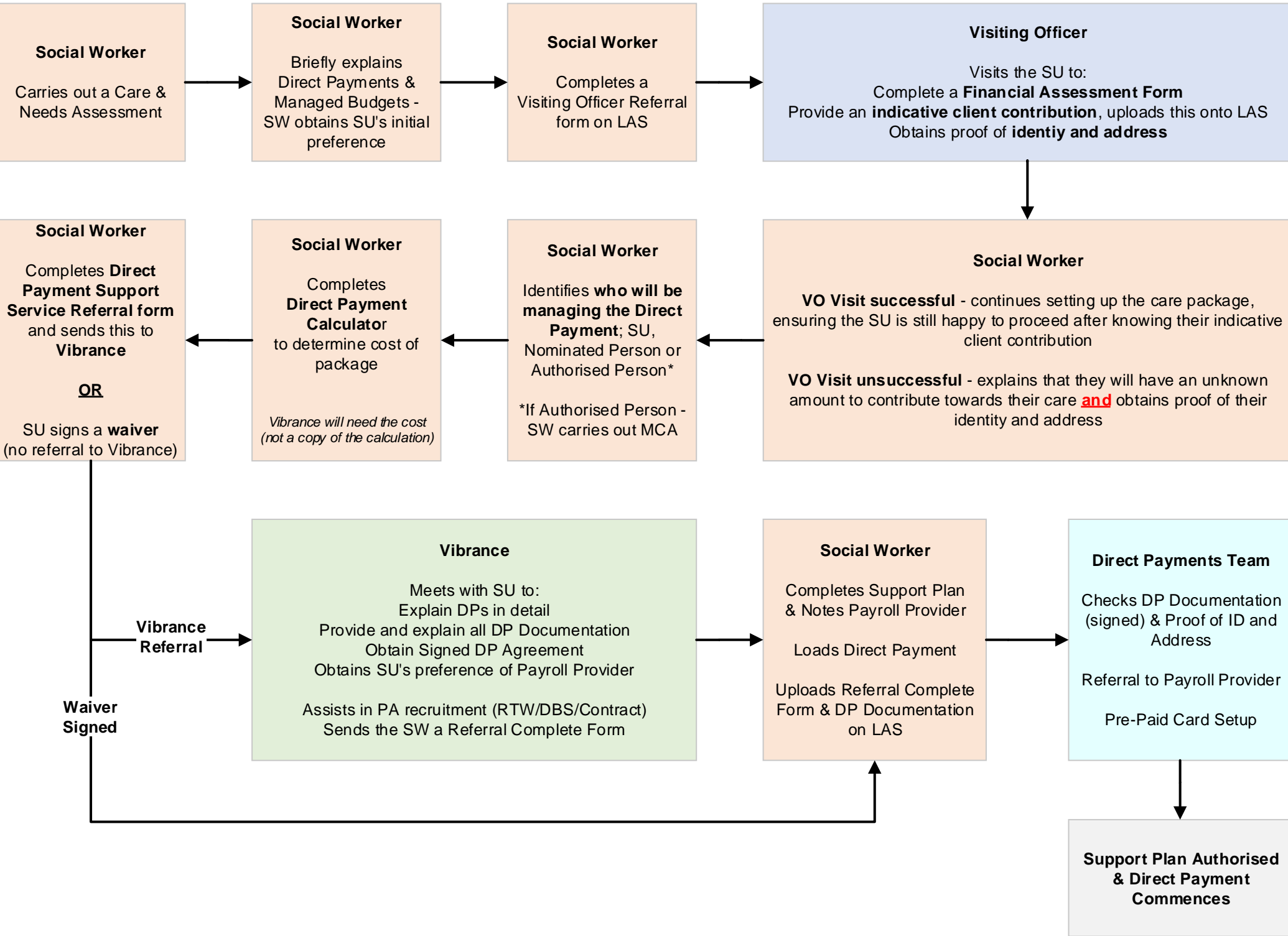


Direct Payments for New Service Users - V1 03/2024



Social Worker
Carries out a Care & Needs Assessment

Social Worker
Briefly explains Direct Payments & Managed Budgets - SW obtains SU's initial preference

Social Worker
Completes a Visiting Officer Referral form on LAS

Visiting Officer
Visits the SU to:
Complete a **Financial Assessment Form**
Provide an **indicative client contribution**, uploads this onto LAS
Obtains proof of **identity and address**

Social Worker
Completes **Direct Payment Support Service Referral form** and sends this to **Vibrance**

OR
SU signs a **waiver** (no referral to Vibrance)

Social Worker
Completes **Direct Payment Calculator** to determine cost of package

Vibrance will need the cost (not a copy of the calculation)

Social Worker
Identifies **who will be managing the Direct Payment**; SU, Nominated Person or Authorised Person*

*If Authorised Person - SW carries out MCA

Social Worker
VO Visit successful - continues setting up the care package, ensuring the SU is still happy to proceed after knowing their indicative client contribution

VO Visit unsuccessful - explains that they will have an unknown amount to contribute towards their care **and** obtains proof of their identity and address

Vibrance
Meets with SU to:
Explain DPs in detail
Provide and explain all DP Documentation
Obtain Signed DP Agreement
Obtains SU's preference of Payroll Provider

Assists in PA recruitment (RTW/DBS/Contract)
Sends the SW a Referral Complete Form

Social Worker
Completes Support Plan & Notes Payroll Provider
Loads Direct Payment
Uploads Referral Complete Form & DP Documentation on LAS

Direct Payments Team
Checks DP Documentation (signed) & Proof of ID and Address
Referral to Payroll Provider
Pre-Paid Card Setup

Support Plan Authorised & Direct Payment Commences