**Integrated Children and Families Commissioning Process flow for Children with disabilities using Hampshire framework - March 2021 - for amendments**

***For a decrease***

***For an increase***

If amendment of resource is required and there is an increase of cost, Social Worker to complete SAF to identify the need. Signed off by TL.

If under the agreed amount of the Purchase Order, Social Worker prints off invoice which is then signed off by TL or SL.

Lead professional to complete a referral for resource panel, to be signed off by Service Leader, return to PA for resource panel

PA to inform Commissioning Contracts Officer (CCO) of request and to resource panel

SW to send out request to providers on the Hampshire framework and collate responses

Lead professional to present to resource panel

If resource agreed at resource panel, CCO to put contract in place with agreed provider from the Hampshire framework

PA from CSC to enter package onto Mosaic and raise a purchase order number and forward to CCO who will send to provider with contract.

Send signed invoice to CFL Finance.