**Funding for complex Health, Education and Care needs**

**Integrated Funding Request Form**

∞ Summary of funding request needs in each of the 3 tabs (noting 'no needs identified' where appropriate). ∞ Taken to each of the below Panels for approval in principle to fund the relevant specialist area.

**Education Inclusion Support Panel (SEN)**

**(Early Year's Panel for under 5yrs old)**

**Chair:** SENService Manager

**Presentation of need:** Practitioners

**Decisions:**

* Advises the local authority on all SEND statutory decisions, complex placements, attendance issues, multi-agency support and educational placements.
* Recommendations for joint funding to meet health or social care needs as part of an integrated package (including EHCP resource where over and above universally accessible offer)

**Responsibility:**

* Recommends provision that meet a child's education needs above the ordinarily available - decision sits with SEN Team
* Raise relevant purchase order associated with package
* Review provision and impact for the child at annual review

**Interdependencies:**

* Brokerage of educational placements must be managed through SEN Team, where any residential care is also required this must be through consultation with the Integrated Commissioning Team.
* Contracts are signed by the Head of Inclusion, with confirmation via Integrated Commissioning Team, where residential element.
* Onward referral to *Hight Support Needs Panel* where joint funding is sought.

**Financial threshold:** Not limited - based on identified needs

**Financial authorisation:** SENService Manager

**Financial escalation:** Head of Service

**Emergency packages** up to £5,000 per week can be authorised by Complex Care Manager for no longer than 3 weeks or Deputy/Assistant Director in excess of this. Brokerage must be through Integrated Commissioning Team. During this time, formal approval from Resource Panel must be sought.

**Emergency packages** up to £1,000 per week can be authorised by Head of Service for no longer than 3 weeks or Deputy/Assistant Director in excess of this. Brokerage must be through Integrated Commissioning Team. During this time, formal approval from Resource Panel must be sought.

**Health Decision Panel**

**Chair:** Complex Care Manager

**Presentation of need:** Practitioners

**Decisions:**

* Ratify decision that a child meets the criteria for Continuing Care
* Approval to fund resources that meet a child's health needs above that ordinarily available
* Recommendations for joint funding to meet education (inc. EHCP resource) or social care needs as part of an integrated package

**Responsibility:**

* Authorise commissioning of package limited to a child's health needs
* Raise relevant purchase order associated with package
* First review at 12 weeks and then 6 monthly 'light touch' and annual full review of provision and impact for the child

**Interdependencies:**

* Brokerage of care, therapy and placement must be managed through the Integrated Commissioning Team
* Contract's must be prepared and signed through the Integrated Commissioning Team
* Onward referral to *Hight Support Needs Panel* where joint funding is sought

**Financial threshold:** Not limited - based on identified needs

**Financial authorisation:** Complex Care Manager

**Financial escalation:** Head of Service

**High Support Needs Panel**

**Chair:** Head of Integrated Children's Commissioning **Presentation of need:** Representative Service Leads

**Decisions: Responsibility:**

● Approval of jointly funded Continuing Care packages ● Authorise joint commissioning of package

● Apportionment of funding across 2 or more services areas ● Tracking of jointly funding packages

● Confirmation of appropriate level of integrated planning for placement/package ● Review package provision at least annually

● Quality assurance oversight and provision review (changes and decommissioning)

**Financial threshold:** Limited by service level approvals **Financial authorisation:** Senior departmental representative

**Financial escalation:** Director

**Request for joint funding -** Integrated Funding Request Form submitted to HSNP, with appropriate confirmation from relevant Panel Chair of outline funding agreement

**Children's Social Care Resource Panel**

**Chair:** Head of Service

**Presentation of need:** Practitioners

**Decisions:**

* Agreement to fund resources that meet a child's social care needs above the standard offer
* Recommendations for joint funding to meet health or social care needs as part of an integrated package

**Responsibility:**

* Authorise commissioning of package limited to a child's social care needs - retrospectively for emergency care
* Recommendations for high-cost placements to Deputy Director
* Raise relevant purchase order associated with package
* Review provision and impact for the child at least 6 monthly

**Interdependencies:**

* Brokerage of placements and additional care resources must be managed through Integrated Commissioning Team (prior to presentation at Panel)
* Contract's must be prepared and signed through the Integrated Commissioning Team
* Onward referral to *Hight Support Needs Panel* where joint funding is sought

**Financial threshold:** See 'scheme of delegation'

**Financial authorisation:** Head of Service

**Financial escalation:** Deputy Director

Social worker / EHP worker etc identify a child's 'domically care' needs

Request made for **brokerage** support to identify a provider and cost outline -

[ChildrensComplexCare@portsmouthcc.gov.uk](mailto:ChildrensComplexCare@portsmouthcc.gov.uk)

Package offer made by provider and **agreed** with lead professional that it would meet identified need of the child

Request made to **Resource Panel** with all relevant information about the child and package

If approved, Resource Panel arrange **Purchase Order** with **contract** prepared by Integrated Commissioning Team

Where joint funding is sought, referral to **HSNP** should be made in line with flowchart below

**Quick guide to securing social care resources for children with complex health needs**

**How to refer a new case to High Support Needs Panel or take an Annual Review**

2 months prior to the review date you will need to update each tab of the HSNP referral form, ensuring colleagues from all 3 services have contributed.

Are any changes required to the various elements of funding?

Complete HSNP review form and update the service lead prior to their attendance at HSNP

Has this change been agreed by Resource Panel, Inclusion Support Panel or Health Decision Panel (or your Head of Service / Deputy Director for LAC)?

Complete HSNP review form and update the service lead prior to their attendance at HSNP.

**NO**

**NO**

**YES**

**YES**

Social Worker, SEN case worker or lead community nurse seeks agreement from relevant Panel.

Identify a need for specialist package / placement that requires joint funding.

Social Worker, SEN case worker or lead community nurse seeks agreement from relevant Panel.

Do other services need to provide funding for a complete package?

No need to go to HSNP.

Has the relevant agency(ies) got their own approval for funding agreed?

**YES**

**NO**

Make a referral to HSNP.

Lead professional coordinates request to other agency for relevant approval.

**NO**

**NO**

**YES**

**YES**

Has funding been agreed by Resource Panel, Inclusion Support Panel or Health Decision Panel (or your Head of Service for LAC or in an emergency)?

**Financial Authority - Children, Families and Education Directorate scheme of delegation (PCC)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payment system** | **Director** | **Deputy or Assistant Director** | **Head of Service** | **Team Manager /**  **Service Lead** | **Team Leader** |
| **Mosaic - One off orders** | Unlimited | Unlimited | £5,000 | £1,000 | £25 |
| **Mosaic - weekly annual orders (weekly amount)** | Unlimited | Unlimited | £5,000 | £1,000 | £25 |
| **Fusion** | Unlimited | Unlimited | £250,000 | £75,000 | £5,000 |
| **Fusion Capital** | Unlimited | Unlimited | Unlimited | Unlimited | N/A |

**Related Panels and Groups**

**CSC, Placement Stability Meeting -** This meeting is held as an when required, with the purpose of reviewing children's **existing placements** where there are signs of instability. The meeting will make recommendations for further strengthening placement support to avoid a change.

**CSC, Placement Request Panel -** A weekly meeting to consider requests for **changes of placements** and to consider how this will meet the changing needs of the child or young person. Meeting will consider up to 3 placement requests - 20 minutes per child discussed with a standing 20-minute slot for review of children at risk of having unregulated placement. Social worker and their Team Leader and SSW for the carer to be invited upon referral to meeting. Attendees: Service Lead Through Care 1, Service Lead Through Care 2, Service Lead Fostering, Commissioning Manager, IRO, Virtual School, Locality Manager, Team Leader, Connected Persons Team.

**CSC, High-Cost Placement Panel -** A weekly meeting chaired by the Deputy Director to review the top 30 **most expensive placements** for Looked After Children and Care Leavers. The meeting reviews each placement to ensure it continues to meet the child's needs and has an appropriate and timely exit strategy.

**Role of the SEN Team (age 0-25)**

Where a child or young person has an Education, Health and Care Plan, the SEN Team **oversee the EHCP Annual Review** processes and are responsible for making amendments to the EHC Plan and securing educational provision and placements. This should feed into the request for funding at Health or Resource Panel as required.

**Role of the Social Worker**

Where a child or young person is open to children's social care, the social worker will take a lead professional role. It is their responsibility to **coordinate all the relevant information from each agency**, to collate this and ensure it is reflected in a single overarching care plan. They much coordinate referrals to Resource Panel and upon approval should coordinate requests to High Support Needs Panel.

**Role of the lead Health Professional**

Where a child or young person is open to a health professional, they are responsible for **completing the full Decision Support Tool** (DST) and make recommendations for support to Health Decision Panel.

Health professionals are also responsible for completing **Individual Funding Requests** (IFR) where they are seeking a short-term intervention not available from universal services.

**Panel Terms of Reference**

**Children's Social Care Resource Panel**

The purpose of Resource Panel is to ensure that children and young people are allocated the resources they require to meet their needs. Resource panel ensures that best value is applied and ensures appropriate use of resources.

The panel will assist in facilitating multi-agency resources either to maintain a placement (PCC and non-PCC) or to support children to remain within their family network, this could include outreach, parenting support and short breaks (for children with disabilities).

Resource Panel makes decisions about the provision of additional support to meet their needs within their family home or for Looked After Children, within their placement. The resource panel does not make the decision to bring children into care or the accommodation for that child.

Decisions regarding high-cost placements will be agreed by Deputy Director and Head of Service prior to High Support Needs panel, these cases do not need to go to Resource panel.

The specific functions of the panel will be to:

1. Consider all initial requests for a new or continuing resource to support a child in their family, including children who have a disability, that is in excess of £1000 - unless agreed by HoS outside of panel
2. Consider requests for a resource to support a child who is looked after to remain in their placement

****

**Education Inclusion Support Panel (SEN)**

The Inclusion Support Panel advises the local authority on all special educational needs & disability (SEND) statutory decisions, complex placements, attendance issues, multi-agency support and educational placements.

ISP has been established as a multi-agency panel to consider all relevant information available to make consistent, evidence based and transparent decisions within set timescales. ISP offers the opportunity for sharing information, which increases educational settings' and partner agencies' knowledge of processes, intervention and support across the city. There is a feedback opportunity for all panel members around the Local Authority broadly discharging its function.

Initially cases requiring consideration in relation to special educational needs (SEN) and the Fair Access Protocol (FAP) were heard at the same panel, however in recognition of the increasing size of the agenda's each week, and that the remit and representation of SEN and FAP was different, the decision was made to separate the panels in April 2015.

The Inclusion Support Panel works closely with the Social Care Resource Panel, who makes decisions around Social Care placement and funding issues, and the High Support Needs (HSN) Panel which is a joint Health, Social Care and Education Panel who make decisions about continuing Health Care issues, and jointly plan and commission packages of education, health and care support where there is a need for those packages to be funded by more than one agency and/or for provision to be commissioned that falls outside of normal commissioning arrangements.



**Health Decision Panel**

The Panel meets to discuss and agree on health decisions for children with complex health care needs - this will include, but is not exhaustive of consideration of health provision that falls outside of normal commissioning arrangements, such as Children's Continuing Care, recommendations from Care Education and Treatment Reviews (CETRs), individual funding requests (IFRs) and setting up section 117’s.

Objectives:

* To ascertain Children and young people's Continuing Care eligibility and review continuing eligibility at least annually
* To have oversight of the multi-disciplinary team recommendations and ensure timely decision-making and proportionate funding decisions
* To consider IFRs and recommendations from CETRs
* To collate recommendations for section 117's and ensure these are set up in an appropriate and timely manner
* To monitor and review individual packages of support at least annually to ensure that provision meets and continues to meet health need
* To provide clinical and financial scrutiny for care packages delivered through the use of a personal health budget

****

**High Support Needs panel**

The purpose of the High Support Needs (HSN) Panel is to ensure there is joint planning and joint commissioning of placements and packages of education, health and care support where there is a need for those packages to be funded by more than one agency and/or for provision to be commissioned that falls outside of normal commissioning arrangements. Cases are referred to HSN Panel to request joint funding for placements and packages of support from two or more agencies. Where this applies, children and young people are expected to have an 'in-principle' decision from each agency prior to discussion at HSN Panel. All cases, once joint funding arrangements have been agreed, will be reviewed by the HSN Panel at least annually, with input from all agencies.

****