**BROKERAGE PROCESS for PLACEMENTS or RESPITE for SELF-FUNDERS**

Record new referral on work log.

* The requests for sourcing Self-Funding placements my come from Management (ART, MHT, CHC, GWH, ICT, and Reablement Teams Managers).
  + Funding may be required in certain circumstances.
  + This comprises of an assessment, support plan, MCA if needed.
  + Type of Placement i.e. Nursing, Residential, 12 week.
* Broker sends assessment to homes with vacancies & likely to accept and within clients budget. Ideally 3 Options.
* Once Home identified Broker will call family to inform them of homes available for them to visit.
  + Broker will confirm fees.
  + Family are given details of home for them to make appointment to visit, once visited they will contact Brokers with choice, Broker will then request home to assess client.
  + Brokers will request Care Home to assess.
* Once home have assessed and they confirm they are happy for admission
  + Broker will liaise regarding discharge date with ward or with family if client is at home.

Update work log with start date.