**RESPITE PROCESS**

We have allocated bed for Respite in 2 homes in Swindon which should be utilized first if not able to accommodate we would spot purchase a bed but would need to confirm that the home would accept Local Authority Funding.

**RESPITE PROCESS FOR ANNUAL RESPITE AGREEMENTS**

* Notification received through Eclipse of Annual Respite being agreed.
* Added the service onto Swift.
* Added to Respite Work Log and Respite booking sheet
* Complete front sheet for Client and file.

**RESPITE PROCESS WHEN DATES FOR RESPITE ARE REQUESTED BY CLIENT**

* Notification of dates requested are received by e-mail or through Eclipse.
* Check the Respite booking sheet to confirm that there is current funding in place and also the client has sufficient nights to cover request.
* Check the Respite booking sheet for availability in either of the 2 homes
* Send copy of current assessment to Care Home for confirmation that they are able to meet needs. If Client has not had respite in the home before the Care Home will need to complete an assessment, once assessment is completed we can book the respite.
* Inform Social Worker that dates have been booked and in which Care Home, admin will complete a letter to Client confirming the booking and the amount of Client Contribution that will be payable.
* Broker to added booking to booking sheet, work log and Clients booking sheet and complete letter to Provider confirming booking. **(This can be e-mailed to Provider).**