**BROKERAGE PROCESS – PLACEMENTS (CAREHOMES) OOA**

When sourcing an Out of Area Placement Broker would check the following:

* That the home except there Local Authority Funding
* Check with the Local Authority that there are no concerns with the home
* Check CQC to confirm the homes rating.
* Funding Agreement received through Eclipse from Management (ART, MHT, CHC, GWH, ICT, and Reablement Teams Managers).
	+ This comprises of an assessment, support plan, MCA if needed.
	+ Funding Type i.e. Nursing, Residential, 12 week, Private, Funded.
* 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 funding implications have been explained by Care Manager if they haven’t will explain. (I.e. Top up, client contribution). This may need to be discussed with a Senior Manager before home can be offered.
	+ 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 liaise with the hospital regarding homes making appointments.
* Once home have assessed and they confirm they are happy for admission
	+ Broker will confirm they will accept the level of funding and discuss potential admission date.
	+ Broker will confirm any financial implications of the placement to the family and discuss potential admission date. If there is any Top Up required Brokers complete ad send the forms to the family to complete. These are returned to Broker and given to a Senior Manager to sign off.
	+ Broker will inform hospital discharge planning team of discharge date or with family if client is at home.
* Once admission date has been confirmed Broker will add service on to Swift and send Confirmation of Placement to Provider, Added Case Note and upload copy of Confirmation of Placement to Eclipse.
	+ Update work log with start date, Swift and Confirmation of Placement completed date.