

Schedule 4

Individual Placement Process

This Individual Placement Contract ("IPC") forms part of the main Contract and the two documents shall be read to be mutually explanatory of one another

Definitions

Case Manager	The person the Council has deployed to arrange and review residential care for people who have been found on the assessment to be owed a duty under the Care Act 2014 (Chapter 23, Part 1, Section 18)
Deferred Payment	The Deferred Payments scheme mainly applies to people in residential care and can help them avoid having to sell their former home to pay for their care. It enables an individual to defer or delay paying some or all of the cost of their care until a later date
Financial Activation Notice (FAN)	The form that shall be issued by the Council and shall trigger the first payment to the Provider. It confirms the Individual Placement Contract price
Former Self-funder	Service Users who have been paying the full cost of their care and their money has now reduced to below the upper capital limit. If they are ordinarily resident in Kent, they are entitled to a needs assessment with a view to financial support from the Council
Home	The Care Home registered with the Regulator to provide care for older persons with or without Nursing
Individual Placement Contract Price	The contract price the Council shall pay for individual Service User placements
Level of Need	The needs of the Service User as determined by the Case Manager using the Levels of Need document in the Specification Annex A
Long Term	The stay of Service User in the Home where it is considered their place of residency
Preferred list	The list of Care Homes, selected by the Service User and/or their representative, who will receive information regarding the assessment and potential placement of the Service User
Provider	The company or organisation providing the Services to the Council
Regulator	The body which is established by statute and to whose regulatory powers the Service Provider is subject. This is currently the Care Quality Commission (CQC)
Service User	The person usually aged 65 years or over who has been found on assessment to be in need of residential or nursing Care Home support and to qualify under the Council's eligibility criteria for the Council's financial support
Shortlist	The list that is sent to the Service User and/or their representative which identifies which Providers would be able to meet the assessed needs of the Service User according to the information provided by the Providers on the online care directory

1. Assessment of Service User

- 1.1 An Assessment will be completed by a Case Manager to determine the Level of Need of the Service User and their eligibility for funding by the Council.

2. Matching Process

- 2.1 The Case Manager will complete the information needed that confirms the Level of Need and any other specialist service required by the Service User.
- 2.2 A search will be undertaken using the Council's online care directory, using the location (area, place name or postcode) determined by the Service User, through assessment, as a reference point, for homes where Providers that have indicated that they provide a service which is able to meet the relevant needs and have a vacancy.
- 2.3 Where assessed, the search will also look for specialist services, as indicated by the Provider as a service that they can deliver, such as Parkinson's Disease, Huntingdon's Disease, Dementia, etc.
- 2.4 A Shortlist will be completed of homes that can potentially meet the needs of the Service User which will be provided to the Service User (and their representative if required). A minimum of three homes will be required for a Shortlist. If it is considered that there are insufficient responses based on the contracted Providers, a search of non-contracted providers may be required, which would include a preferred home if identified and not contracted.

3. Choice of Home

- 3.1 The Service User and/or their representative will be supported to identify their Preferred List.
- 3.2 Full assessment details of the Service User will be sent to the Providers on the preferred list by secure email with a request for a response within 24 hours where it is a short term placement or 48 hours in the case of a Long Term placement.
- 3.3 The Providers will respond by secure email to confirm:
- 3.4.1 that they can meet the needs shown on the full assessment;
 - 3.4.2 that a vacant bed is available;
 - 3.4.3 the Individual Contract Placement Price based on the assessed needs of the Service User
- 3.4 The Service User and/or their representative will be advised of the homes which are able to accept the placement and their prices.
- 3.5 The Case Manager and/or the Service User or their representative may arrange to view one or more of the homes prior to agreeing the placement. At this point the Provider may make their own arrangements to complete a pre-admission screening of the Service User.

3.6 Once a home has been chosen the Case Manager and/or the Service User or their representative will arrange a start date for the placement and the Case Manager will arrange the necessary paperwork to confirm the Contract.

4. Person already in a Care Home

4.1 Where a person already resides in a Care Home it is assumed that a contract will exist between the Provider and the Service User. Once the Service User's wealth depletes to the level where they could be eligible for local authority funding (a "Former Self-funder") the Individual Placement Process may be instigated in accordance with Schedule 2. The purpose of this is to establish a contractual relationship between the Provider and the Council.

4.2 Providing the person meets the minimum national eligibility criteria, financial support should start on the date that the Council's assistance was requested or later if the capital only depleted to the relevant level at a later date.

4.3 Similarly, where a person applies for a Deferred Payment the process may be followed to establish a contractual relationship and ensure that responsibility for payment to the home is clear.

4.4 Should the Service User be ineligible for a Deferred Payment, or if a Deferred Payment agreement is refused, the Council will inform the home and discuss how the contractual relationship can be confirmed between the Service User and the home.

4.5 The Provider will be responsible for assessing the financial viability of Service users who enter the service under a private arrangement. If the Service User's wealth depletes and they become eligible for the Council's funding, as a Former Self Funder, the price payable in respect of the Service User will automatically revert to the Providers Indicative price, as set out in Schedule 2.

4.6 In these circumstances the Provider must contact and inform the Council, within 14 days, with all relevant details.