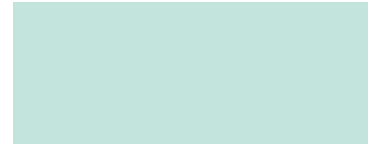


Care Placement Learning Disability Care and Accommodation Sourcing Procedure (Adults, Transitions)



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1. Purpose

The purpose of this procedure is to agree the commissioning of care and support for adults with a learning disability.

This document should be read in association with the West Berkshire Council Policy statement for supporting Adults with a Learning Disability.

This procedure also applies to individuals in transition from Children's Services

2. Applicability

This procedure applies to the following:

Contracts and Commissioning Team

All other Adult Social Care and Care Commissioning Housing and Safeguarding staff

3. Roles and Responsibilities

The Head of Commissioning has overall responsibility for ensuring that this procedure is managed appropriately in accordance with these agreed standards.

The Contracts and Commissioning Team is responsible for:

- Directing and reviewing this standard.
- Ensuring that there is effective consultation and communication on related matters in terms of sourcing of LD care and related accommodation.
- Publishing & Promoting the adoption of this standard.
- Ensuring compliance with published related standards, procedures, working practices and technology changes.

The Service Manager Contracts and Commissioning, and Team Leader Contracts and Commissioning are responsible for the day-to-day management of this procedure including ensuring implementation of this standard.

Care Management are responsible for all 'client side' liaison with service users, family members and carers. The Contracts and Commissioning Team will have no direct contact with service users at any time.

All Adult Social Care and Care Commissioning staff are responsible for familiarizing themselves with, and ensuring that they comply with this procedure.

4. Scope

This Policy relates to those individuals who have been assessed as:

- i. Eligible for receiving adult social care services according to the Care Act (2014), and
- ii. Having a learning disability

The Council works with care providers to deliver a sustainable service which promotes choice and independence for all people. The overall aim is to enable people who need social care services to be active and safe and meet the requirements of the Care Act 2014. This includes:

- People with learning disabilities

5. Access

Access to LD care/accommodation is determined according to need. A Care Plan is drawn up as the result of a needs assessment which reflects the requirements of the individual as well as the wishes of their family. The Care Plan documents the responsibility of different agencies in providing the care and support identified through the assessment of needs.

An individual's package of care must be agreed by the Adult Social Care Good Practice Forum which will approve the Care Package and the price.

6. Process for Sourcing Packages of Care


The Contracts & Commissioning Team has responsibility for sourcing LD Care and accommodation for Adults and individuals in transition within West Berkshire Council. The sourcing of LD care and Accommodation for Adults will be carried out by the Contracts & Commissioning Team only.

The Contracts & Commissioning Team will be the first point of contact for the provider and will manage all communication with the provider. The Care Management Team will be required to maintain a relationship with the provider to ensure appropriate support is in place.

The Care Manager will be the first point of contact for the client and will manage all communication with the individual, family or their nominated representative.

The Care Manager will be responsible for undertaking all client reviews/assessment prior to engaging with providers and also for the resettlement of the client once a suitable provider has been appointed.

The Care Manager will complete a 'LD Care Placement Form' (see appendix 1) which includes all information needed to arrange care/accommodation and forward by email to the Contracts & Commissioning Team. This form will include relevant risk assessment/details of required package of care/completed assessment. No providers will be contacted without the Placement Form being fully completed.



The Contracts & Commissioning Team will contact suitable Care and/or Accommodation providers from the 'LD Active Supplier List' (ask C&C Team for up to date version) via [secure] email using the LD Care Placement Form and seek to secure a minimum of three provider quotations. The embedded assessment must be reviewed prior to dispatch to ensure no financial information is displayed. The package and pricing information will be passed back to the Care Manager.

Owing to the complexities of the assessments there are no off-the-shelf price packages available and each request for quotation will be processed as a bespoke enquiry.

If no providers submit prices then the enquiry will be passed to the Care Management Team for further consideration.

The Care Manager (via Good Practice Forum) will advise the Contracts & Commissioning Team of the chosen provider. Good Practice Forum will also review the Placement Database on a weekly basis in order to monitor activity.

The Care Management Team will inform the service user/service user's family of the proposal.

The Contracts & Commissioning Team will advise the selected provider of the outcome.

Once the chosen Service Provider has accepted a package of care, the service will commence on the date and times as directed in the contract agreement between the Contracts & Commissioning Team and Provider.

The Contracts & Commissioning Team will work with the LD provider(s) to ensure a reasonable mobilization time. This is defined as a minimum of 20 working days. This will enable a comprehensive hand over period between agencies and ensure continuity of care for the individual. However in exceptional cases owing to an emergency the mobilization time may be required to be within 24 hours.

All agreed packages will be accompanied by a purchase order. The Contracts & Commissioning Team will update Care Director and send out relevant paperwork to the provider. The PO number and details of the signed contract will be recorded on the LD Client Placement Database.

Variations to packages will require the Placement Form.

7. Provider Assessment

A provider may seek to meet with the client prior to submitting a price quotation for a package of care. The Care Manager will coordinate this meeting with the client/family and provider

8. Refusal of Packages

If a Care Manager is unwilling to accept the lowest priced provider sourced by the Contracts & Commissioning Team that meets the identified needs of the client the LD Care Placement Form must be returned to Good Practice Forum for review.

Good Practice Forum will decide whether to use the lowest priced provider or provide additional detail on the LD Care Placement Form to indicate the reasons for the initial rejection.

Care Managers are expected to work with the individual, family or nominated representative to ensure that the Package of Care is taken up and is successful going forward.

9. Termination of Packages of Care

Providers will be obliged to give notice of their intention to end the package of care as per the agreed contract. This is usually a minimum of 56 days notice. This will be communicated to the Contracts & Commissioning Team who will alert the Care Manager and commence looking for an alternative provider.

10. Appendices

[Appendix 1 'LD Care Placement Form'](#)