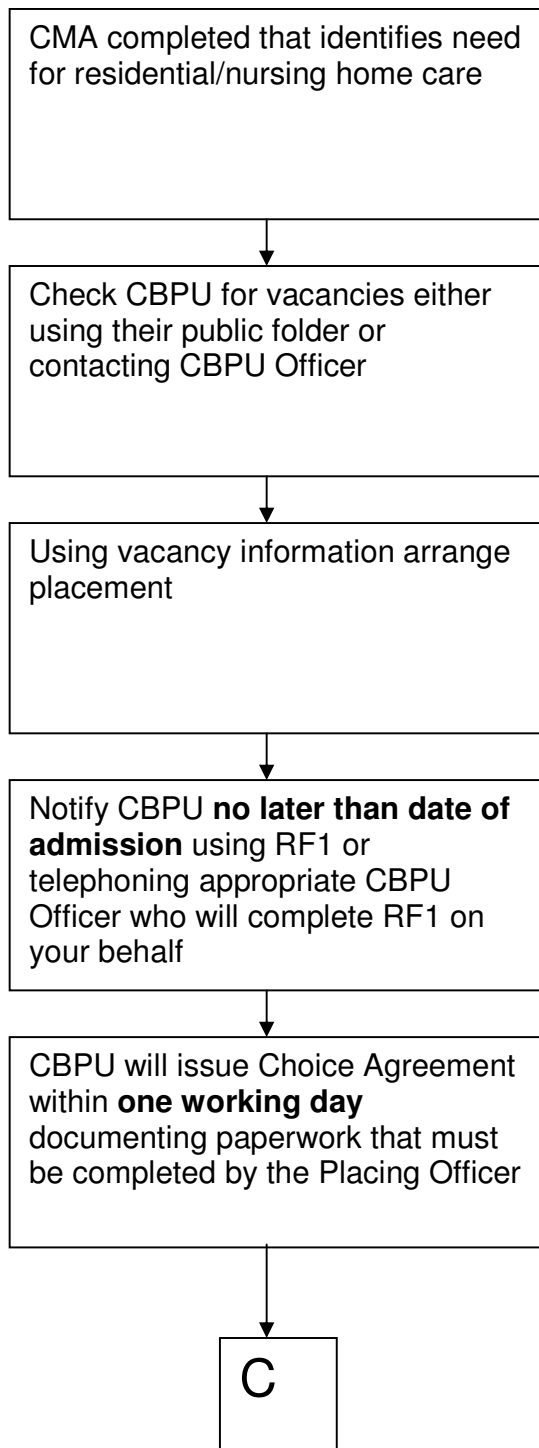


Pathway between Named Worker and CBPU for Client Requiring Residential/Nursing Home Placement



Staff **MUST NOT** contact Homes directly for vacancy information

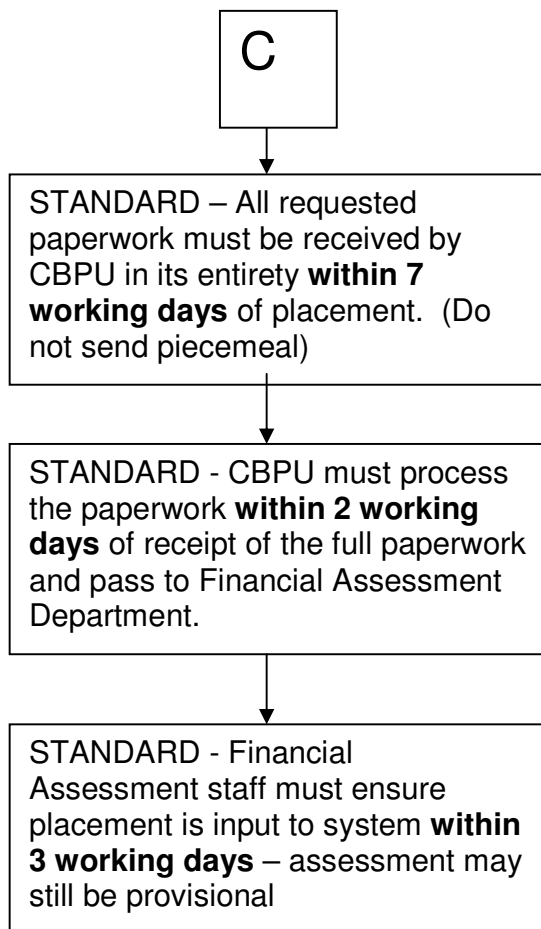
*For planned admissions the vacancy list can be used by to 5 working days prior to admission to the Home. Placing Officer **MUST** notify CBPU of date vacancy list used.

Staff must ensure clear file notes documenting choice and decisions taken are maintained for audit trail, should the process be challenged.

It is the responsibility of the Placing Officer to complete all paperwork.

For Hospital discharges the Placing Officer must state on the RF1 (or advise CBPU Officer if a telephone referral) the receiving Community Named Worker the case is transferring to.

BEST PRACTICE – All paperwork should be completed **PRIOR** to admission to Home. If unsure what paperwork is required then the Placing Officer should complete SWG1/2, Undertaking to Pay. Using the vacancy list they can also ascertain if an appropriate vacancy exists at regional tariff to enable them to ascertain if a Third Party Declaration is required.



CBPU should be sent all the original paperwork, a full copy must be held on the client file.

A fax can be sent to CBPU if the standard of 7 working days will not be met using the internal post. The original papers **MUST** be posted on the same day.

NB: Named Workers must use a brought forward or diary system when making respite placements. Where an extension is required an RF5 (and if exceeding 8 weeks – a new Undertaking to Pay), must be forwarded to CBPU **within 3 working days** of the expiry of the previous discharge date. Where an extension is required following hospital discharge, it is the responsibility of the receiving community Named Worker to complete the RF5 and any associated paperwork.

*Compliance with the above pathway and standards will ensure the Trust meets its contractual requirement to pay all Homes within one month of all placements.