

Contracting for Services – Guidance for Care Managers and Brokers

8. Adult Placements

N.B. This guidance should be read in conjunction with Section 1. Overview.

8.1 Purchasing Arrangements

Adult Placements are made under a block contract with the South West Adult Placements Scheme (SWAPS), which recruits, selects, approves, trains and supports placement providers. SWAPS has an agreement with each placement provider under which SWAPS matches the service user to the providers, and monitors and reviews the placement provider's service.

SWAPS is registered under the Adult Placement Regulations 2004. Under this arrangement the placement providers can provide residential care under the 1948 National Assistance Act or personal care under the 1990 NHS & Community Care Act.

8.2 Long Term Placements

A long term placement is where the service user moves into independent living with a tenancy licence agreement, with their care and support needs being met by the provider. Where the service user is claiming benefits they can purchase their own accommodation, care and support in the same way as anyone else in the community.

Where the service user is assessed as eligible to have their care and support needs funded by DCC, the contract that SWAPS has with the placement provider will cover these assessed needs but not the service user's accommodation costs.

8.3 Short Breaks

A short break is where the service user moves into the placement for a predetermined time-limited period of respite. The service user does not have a tenancy and the placement is made under the same terms as for residential care.

Where the service user is assessed as eligible to have their care and support needs funded by DCC, the contract with the provider will cover these needs **and** the service user's accommodation costs.

8.4 The FACE Care Plan form

For each individual service user placed in the SWAPS scheme, a FACE Care Plan must be commenced by a care manager and completed by a broker. A SWAPS Service Request Form must also be completed.

The period of the contract should be worded "until further notice", except for short breaks where the date of commencement, period and end date should be clearly stated.

The Face Care Plan should be completed on a gross payment basis with the service user contribution being collected by DCC. Only in exceptional circumstances should a net payment arrangement be set up.

Each FACE Care Plan for Adult Placements must include the following wording:

"Where this FACE Care Plan form is sent to the named Service Provider for the purpose of Commissioning a service, the Service shall be delivered by the Service Provider in accordance with the conditions of the Adult Placement Scheme Block Contract and the terms are deemed to be incorporated in this FACE Care Plan."

The FACE Care Plan does not need signatures. Authorisation to spend is in line with the Scheme of Delegation for the ACS Directorate and is achieved electronically.

Where there are changes to the assessed needs of a service user which result in a new care plan being written, or there is an agreed change to the banding rate, or to the method of payment (i.e. from net to gross or vice versa) a new FACE Care Plan must be completed. A cessation letter from the broker is necessary for temporary cessation of the service or to record permanent cessation of service.

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The broker passes the FACE Care Plan to the broker support clerk, who distributes copies of the form as follows:

- Service Provider
- Service User or their representative
- CareFirst system authorisation, then forward to office for placing on service user's file

8.5 Price

The price for the long term service will reflect the agreed indicative care and support needs of the service user and will be in line with one of the four SWAPS price bandings. This will be purchased as a net cost service and the service user will not be charged by DCC (because the service user is already contributing directly towards their care and support needs from their own resources). All long term placements come under the block contract arrangement and no individual payment is made to SWAPS. Individual contracts are not entered onto CareFirst for payment purposes and once a placement is made the management accountant responsible for central management of the scheme costs will raise a charge against the appropriate locality budget.

The price for the short break service will reflect the agreed indicative care and support needs of the service user and will be charged on a per night basis inclusive of all service management costs. This will be purchased as a gross cost service and the service user will be charged in accordance with the DCC charging policy

8.6 Referral Arrangements

All referrals should be made to:

The SWAPS Office

Suite 3, Zealley House

Green Hill Way

Kingsteignton

TQ12 3SB

Tel: 01626 360170

email: enquiries@swaps.org.uk

SWAPS will then match the service user with a suitable adult placement provider.

8.7 Terminating a Placement

The contract requires that SWAPS gives Devon County Council a minimum of 28 days notice of the termination of a placement. If SWAPS considers they can no longer ensure the safety and well being of the service user or the provider of the individual placement they may ask the DCC to remove the service user from the placement immediately.

Procurement & Contracts Team 7/07