LD & MH Placement Commissioning Flow Chart

Amendment to Package → Commissioning send form to Provider → Contract and System amended → Accept/Reject/Back to start

LD or MH Placement form emailed to Commissioning

- Specify details in email, i.e. urgency, area of placement, etc....
- With the LD Care Placement form attached

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Commissioning sends this out to a large number of providers

- With full assessment (without cost)
- email sent to 'All' relevant providers (including out of area)

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Responses & Follow up's

- Wait 10/14 days
- Responses emailed to commissioning

No 'Positive' Response

- Speak to Care Manager and discuss possible options
- After 21 days resend emails to providers

Yes 'Positive' Response

- Respond to Care Manager to see if home is fit for purpose
- Commissioning to be kept informed at all times

If yes.....

- Full assessment to be made by Care Home
- Family to be consulted on placement
- Commissioning to request formal quote
- ASC to be kept informed all times

If agreed by all parties and sent to Good Practice Forum

- Social worker to liaise with home with regards to start dates and other details
- Contacts, supplier ID, insurance and account details to be set-up by A.Vass
- Hard and soft copy contracts to be sent