

Procedure Notes for Section 117 Case List Reconciliation	
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Responsible Director/ ICB Officer:	Richard Eccles
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Introduction

A **master list** for all Lincolnshire residents who are eligible for s.117 is managed by the MHA Office (MHA) at LPFT.

In order to have a person added to the **S.117 Master list** one of the following pieces of evidence will be sufficient to confirm if a person is eligible:

- A copy of the complete set '*section papers*' for a qualifying section
- A copy of the Mental Health Act Assessment completed by the Approved Mental Health Professional for a qualifying section

In the absence of these documents the following can be considered as evidence if they relate to a qualifying section (however it must be agreed by funding decision makers):

Significant medical and social care records such as reports provided for a Mental Health Tribunal (including the Tribunal decision)

Maintaining the S.117 Master list

It is the responsibility of the departments set out below to provide information to the MHA Office so that the **S.117 Master list** is kept up to date. This information must be reported to the MHA Office on a monthly basis and the data for the preceding month must be with the MHA office by the **5th of each month**.

Team	Information Required	Reporting Method
MHA Office	Details of newly eligible LPFT patients who were subject to a qualifying section.	Directly onto the master list
NHS Lincolnshire ICB	Details of SPECIALIST and REHABILITATION patients who are placed outside of Lincolnshire or at non- LPFT site on qualifying sections.	The non-LPFT Hospitals will be notified by the ICB on a patient's admission of their responsibility to inform LPFT's MHA Office when qualifying sections applied
LPFT Bed Management	Details of PICU and ACUTE patients who are placed outside of Lincolnshire on qualifying sections.	The non-LPFT Hospitals will be notified by LPFT Bed Management on a patient's admission of their responsibility to inform LPFT MHA Office when qualifying sections applied
NHS Lincolnshire ICB & LCC Finance Office	Details of patients who are receiving funded s. 117 aftercare in the community.	Monthly data reconciliation exercise see Appendix A
LPFT Informatics Team	Details of deceased LPFT patients who were subject to a qualifying section	Bespoke analysis completed after MHA Office submit the Master list to the Business Intelligence Team on 15th of each month.

LCC & ICB Responsibility

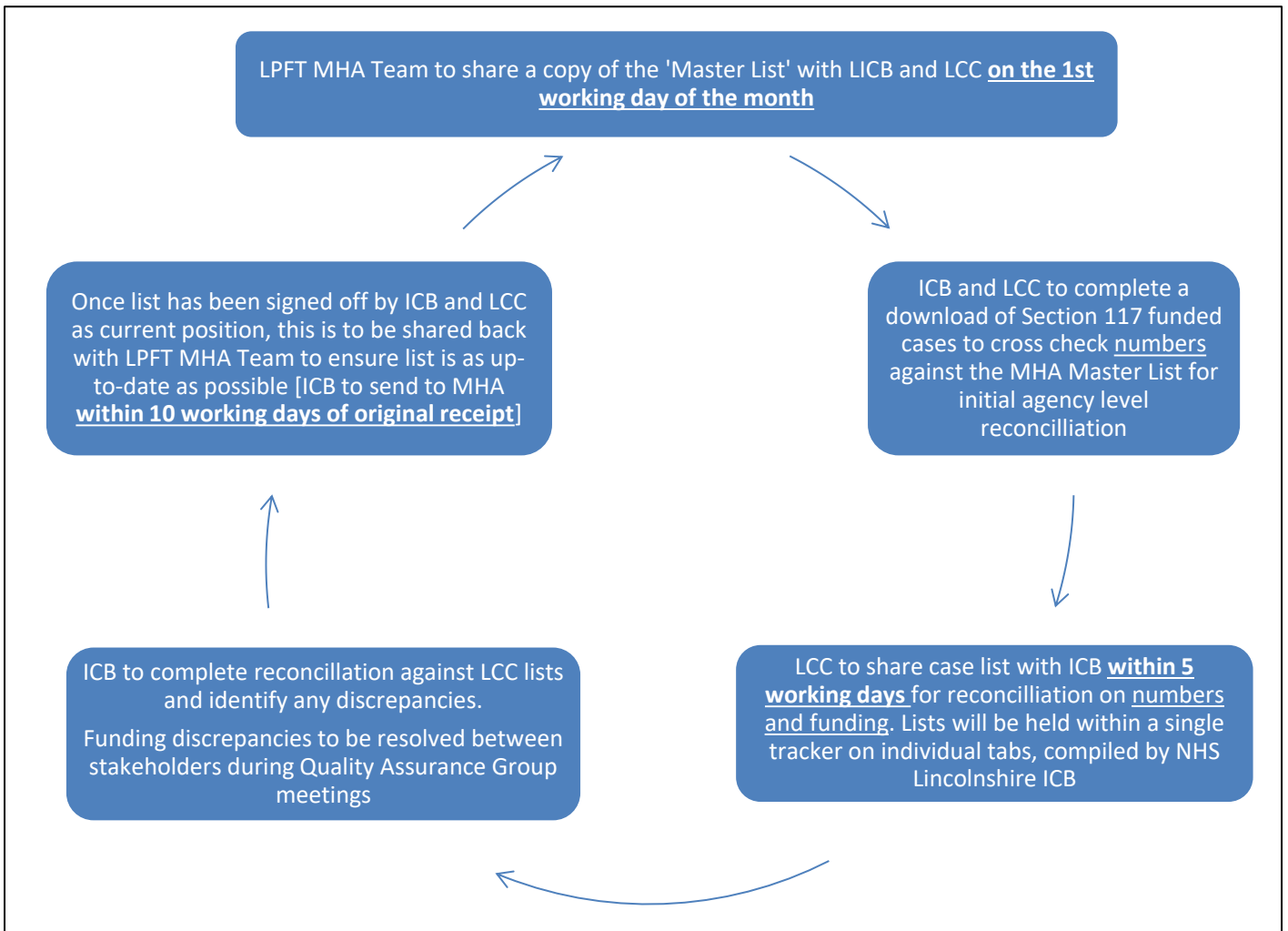
Lincolnshire County Council Finance Department and Lincolnshire Integrated Care Board will use the S.117 Master list to ensure:

- Patients who are eligible for s.117 services are not being charged for those services
- Patients who are not eligible for s.117 services, but who are (incorrectly) in receipt of s.117 services, are identified and that the funding decision makers

S117 Information Sharing Agreement

An Information Sharing Agreement has been approved by the 3 organisations (LPFT, CCG now Lincolnshire Integrated Care Board (ICB) and LCC) in order to share all relevant s.117 information.

Process Map



Key Email Contacts

LPFT Mental Health Act Administration Team - lpft.mha@nhs.net

Lincolnshire Integrated Care Board – licb.mhldateam@nhs.net

Lincolnshire County Council – gail.kirk@lincolnshire.gov.uk
AdultCareFinance@lincolnshire.gov.uk