

Appendix 3: Personal Budgets Process

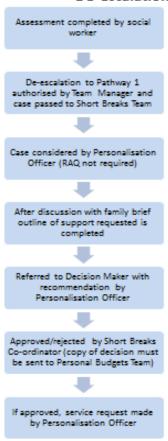
Personal Budget Process - Pathway 1



 For support requested up to £1,600

- 2. Criteria will be a child (18 or under or 19 if in special school) who has a diagnosed or identified disability, cannot access mainstream provision without on-going 1:1 support and who has support from a professional involved with the child
- Use of the RAQ will not be required
- Families will have to re-apply every year
- If accessing DPs total support of £1,600 includes support costs such as payroll, insurance, etc
- A managed account is not allowed under pathway 1 unless there are exceptional circumstances

Personal Budget Process – Pathway 1 De-escalation from DCT



- For support requested up to £1,600
- Criteria will be a child (18 or under or 19 if in special school) who has a diagnosed or identified disability, cannot access mainstream provision without ongoing 1:1 support and who has support from a professional involved with the child
- Families will have to re-apply for support every year
- 4. If accessing DPs total support of £1,600 includes support costs such as payroll, insurance, etc
- A managed account is not allowed under pathway 1 unless there are exceptional circumstances

Process Approved 01/10/2016

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Personal Budget Process – Pathway 2

Visit undertaken by Personalisation
Officer & RAQ completed

Indicative Personal Budget allocated (if pathway 1 support is indicated, case should follow pathway 1 process)

Support plan completed by Personalisation Officer with family

Support plan sent to Personal Budgets Team for check on costings and then presented to Decision Maker

Approved/rejected by Short Breaks Team Manager or DCT Team Manager

If approved, service request made by Personal Budgets Team

For support requested up to £6,000

- Criteria will be the same as Pathway 1 with an additional requirement that the child or young person has an open CAF, an EHCP or has another form of multi-disciplinary assessment
- Use of the RAQ will be required with a minimum score of 146 and a maximum score of 185
- Access to support in a regulated overnight setting will not be possible through pathway 2
- 5. Cases will be subject to an annual review co-ordinated by the Personalisation Officer
- Support will continue unless the annual review indicates a change in needs
- If the annual review indicates a need for increased support beyond pathway 2, the case will be referred to DCT

Personal Budget Process – Pathway 2 De-escalation from DCT

Assessment completed by social worker

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De-escalation to Pathway 2 authorised by Team Manager and case passed to Short Breaks Team

RAQ completed by Personalisation Officer and indicative budget allocated

Support plan completed by Personalisation Officer with family

Support plan sent to Personal Budgets Team for check on costings and then presented to Decision Maker

Approved/rejected by Short Breaks Team Manager or DCT Team Manager

If approved, service request made by Personal Budgets Team

- For support requested up to £6,000
- Criteria will be the same as Pathway 1 with an additional requirement that the child or young person has an open CAF, an EHCP or has another form of multi-disciplinary assessment
- Use of the RAQ will be required with a minimum score of 146 and a maximum score of 185
- Access to support in a regulated overnight setting will not be possible through pathway 2
- Cases will be subject to an annual review co-ordinated by the Personalisation Officer
- Support will continue unless the annual review indicates a change in needs
- If the annual review indicates a need for increased support beyond pathway 2, the case will be referred to DCT

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Personal Budget Process – Pathways 3 & 4

Assessment completed by social worker (consideration should be given to continuing eare digibility – use checklist)

AAQ completed by SW (quality assured by PS Team up to \$1/12/2016) and indicative budget allocated

Dependent on the services to be provided a support plan or costed care plan is completed with the family

A costed care plan can be completed by a SW or PSW. A support plan can be completed by a PSW or the Key Worker Service dependent on family choice

Support/Care plan sent to Personal Budgets Team for sheek on costings and then presented to Decision Maker

Approved/rejected by Team Manager or Service Manager depending on level of services requested

 For support requested up to £17,000 and beyond

- Use of the RAQ will be required with a minimum score of 186 and a maximum score of 316
- 3. Pathway 3 can include cases which cannot be de-escalated to Pathway 2 due to child protection concerns or accessing regulated overnight support
- A support plan is required for any family which accesses DPs as part or all of their package
- 5. A costed care plan is required for cases which access internal or commissioned services only
- Cases will be subject to the relevant statutory reviewing process
- Support will continue until a change in needs is identified

Personal Budget Process - Emergency Support

If it is felt that there is an urgent need for support that cannot wait for the normal process, an emergency request can be made to the Service Manager



Emergency decision maker form should be completed indicating why the support is needed and what support is being requested



Form sent to Personal Budgets Team for check on costings and then presented to Service Manager



Approved/rejected by Service Manager



If approved, service request made by Personal Budgets Team

- The emergency decision form can be used if there is an urgent need to set up a package of support on an interim basis
- 2. This could include an element of a wider package of support that needs to be implemented before a full care or support plan has been developed
- A change of use request should be made using the normal PB process unless there is an urgent need for the change

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