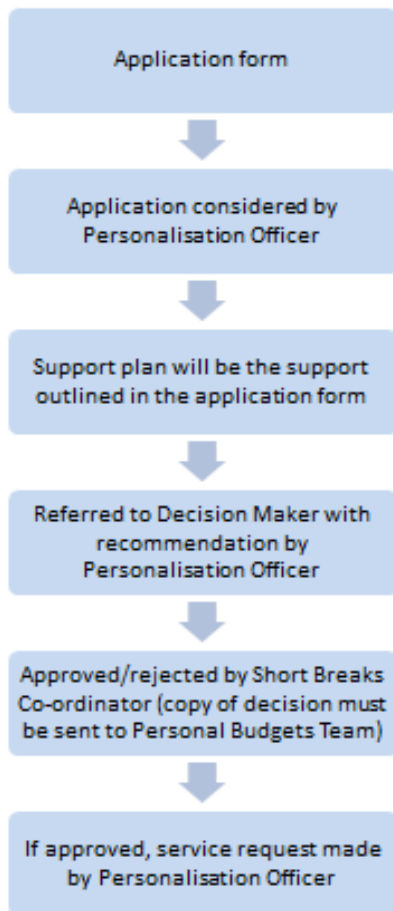




Appendix 3: Personal Budgets Process

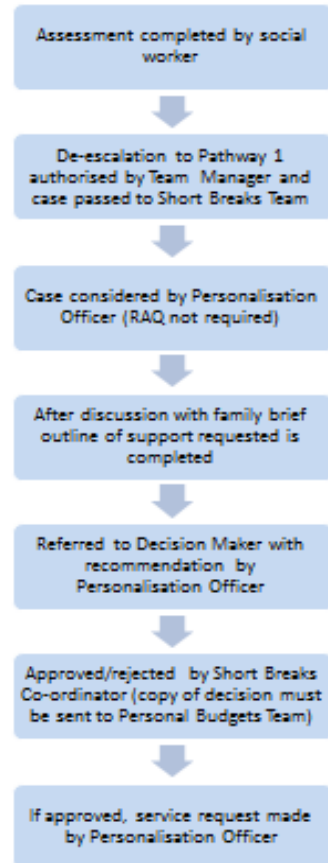
Personal Budget Process – Pathway 1



Process Approved 01/10/2016

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
3. Use of the RAQ will not be required
4. Families will have to re-apply every year
5. If accessing DPs total support of £1,600 includes support costs such as payroll, insurance, etc
6. A managed account is not allowed under pathway 1 unless there are exceptional circumstances

Personal Budget Process – Pathway 1 De-escalation from DCT

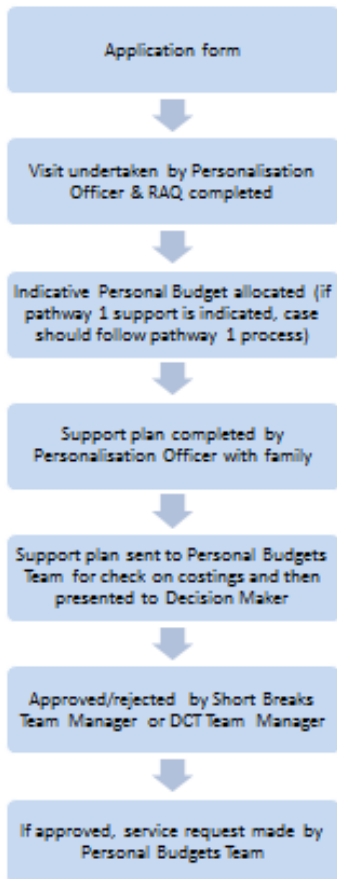


Process Approved 01/10/2016

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 ongoing 1:1 support and who has support from a professional involved with the child
3. 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
5. A managed account is not allowed under pathway 1 unless there are exceptional circumstances



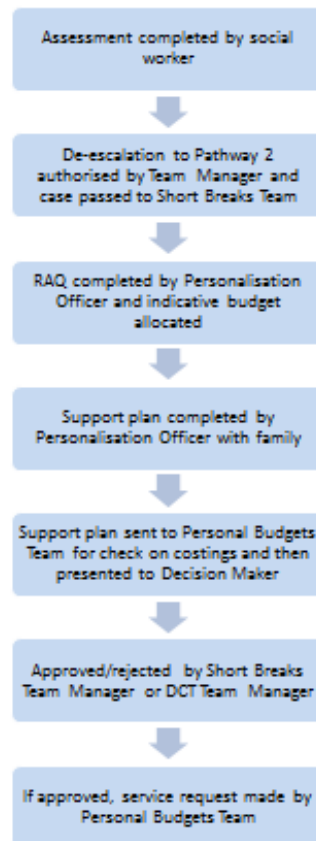
Personal Budget Process – Pathway 2



Process Approved 01/10/2016

1. For support requested up to £6,000
2. 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
3. Use of the RAQ will be required with a minimum score of 146 and a maximum score of 185
4. 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
6. Support will continue unless the annual review indicates a change in needs
7. 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

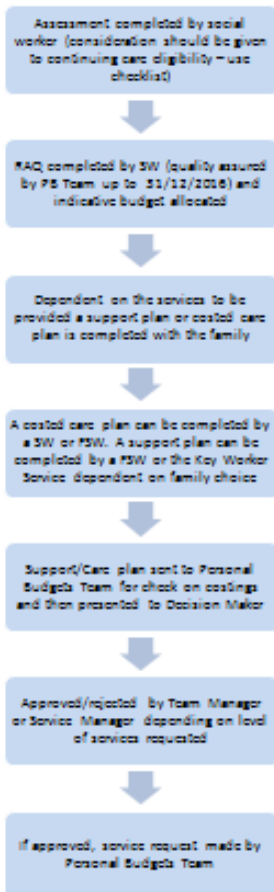


Process Approved 01/10/2016

1. For support requested up to £6,000
2. 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
3. Use of the RAQ will be required with a minimum score of 146 and a maximum score of 185
4. 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
6. Support will continue unless the annual review indicates a change in needs
7. If the annual review indicates a need for increased support beyond pathway 2, the case will be referred to DCT



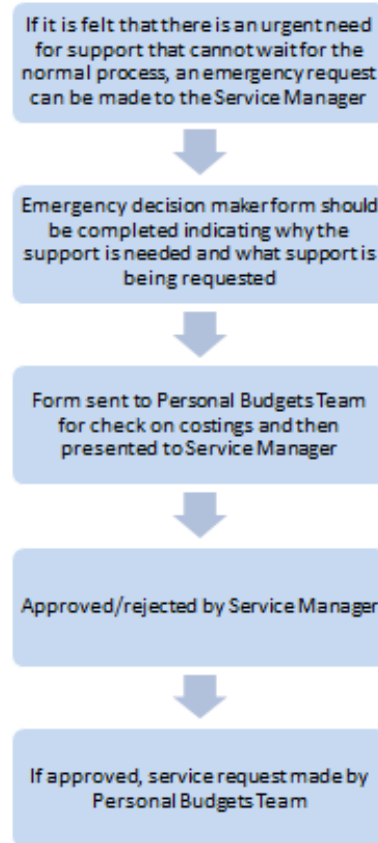
Personal Budget Process – Pathways 3 & 4



Process Approved 01/10/2016

1. For support requested up to £17,000 and beyond
2. 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
4. 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
6. Cases will be subject to the relevant statutory reviewing process
7. Support will continue until a change in needs is identified

Personal Budget Process – Emergency Support



Process Approved 01/10/2016

1. 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
3. A change of use request should be made using the normal PB process unless there is an urgent need for the change