

CAREDIRECTOR SHARED LIVES SERVICE PROVISION



Shared Lives Service Provision V1.0

DocumentShared Lives Service ProvisionPurposeHow to input service provisions and providers onto CaredirectorVersionV1.0OwnerICT Business Transformation Team / Adults System Support TeamLast Updated12/02/2024



Contents

Shared Lives Service Provision	3
Shared Lives Provider Setup	10
Version Control	



Shared Lives Service Provision

- 1. This service provision is based around the bands for long term, short term, and sessional care.
- When inputting, this will ensure payments are being made against the correct provider/ carer on Caredirector. If a provider/ carer required is not on Caredirector please refer to the <u>Shared Lives Provider Setup</u> section of this guide. To quickly check before going forward with the guide: Workplace > Provider > Search for your chosen provider (if not there, please create it).

Image: Construction of the second
TEST.Tom (ld: 448365) Person Record Born: 03/05/1995 (28 Years) Gender: Male NHS No: Pronouns: Preferred Name: Menu Timeline Summary Profile Cases Services Document View All Activities All Activities
Pronouns: Preferred Name: Menu Timeline Summary Profile Cases Services Document View All Activities
Menu V Timeline Summary Profile Cases Services Document View All Activities
+ 🕮 🎲 🎝 🏂 : Service Provisions
Related Service Provisions Search for records Q Q
Id Status Planned St 14 Planned End Actual Star 14 Actual End D Service Element 1 Service
229954 Authorised 22/02/2023 20/02/2023 Adult Residential Care Respite 1

3. From the selected person record, go to Services > Create New Record

4. General will already have the correct information. Leave the Status as Draft.

General			
Person*		Responsible Team •	
Tom Test	Q	CD V6 Team	Q
Id		Responsible User*	
230045		Scott Simpson	Q
Status*	_		
Draft	XQ		



5. Service Request:

Service Request				
Service Element 1*			Service Element 2*	
SDS - Managed Account	>	x Q	Shared Lives LT - Band 1	XQ
Special Scheme			Finance Client Category	
		Q		Q
GL Code			Rate Unit *	
			Per Week Pro Rata	XQ

<u>Field</u>	Information
Service Element 1	SDS – Managed Account
Service Element 2	Choose the appropriate option:
	 Shared Lives LT – Band 1
	 Shared Lives LT – Band 2
	 Shared Lives LT – Band 3
	 Shared Lives LT – Band 4
	 Shared Lives LT – Band 5
	 Shared Lives ST – Band 1
	 Shared Lives ST – Band 2
	 Shared Lives ST – Band 3
	 Shared Lives ST – Band 4
	 Shared Lives ST – Band 5
	 Shared Lives Sessional – Band 1
	 Shared Lives Sessional – Band 2
	 Shared Lives Sessional – Band 3
Special Scheme	Leave Blank
Finance Client Category	Leave Blank
Rate Unit	Per Week Pro Rata



6. Dates:

Dates

Planned Start Date		Planned End Date	
12/02/2024			
Actual Start Date		Actual End Date	
Start Reason*			
New Placement X	Q		

Field Information

Planned Start Date	This does not start payments.
	This when they plan to start this service
	provision.
Planned End Date	Leave Blank
Actual Start Date	This does start payments.
	Enter this information in when you know the
	date, they are going to start the service.
	If you do not know this, leave blank and fill in
	Planned Start Date.
Actual End Date	Leave Blank. This will be needed when ending
	the service provision to stop payments
Start Reason	New Placement



7. Commissioning:

Commissioning

Purchasing Team			Frequency in Weeks*	
Adults Connecting Care Team West	\times	Q	1	
Service Provided			Provider/Carer	
Shared Lives Team Provider \ SDS - Managed Account \ Share	×	Q	Shared Lives Team Provider	Q

Field Information

Purchasing Team Enter in who made the request.

Frequency in Weeks 1 Service Provided S

Select the lookup function and select Search. This will search within a big list of providers that will facilitate what you have chosen in Service Element 1 and Service Element 2. If your chosen provider that has agreed upon, is not in this list. You will need to go and either create the provider on the system or add in the service provided with the chosen service elements onto the existing provider.

8. Authorisation Detail is something you cannot fill out yet. Leave blank.

9. Related Information:

Related Information

Placement Room Type*		Related Assessment
Not Applicable	XQ	٩
Related Case		
Test, Tom - (03/05/1995) [CAS-000001-3585]	XQ	
Service Package		
	Q	

<u>Field</u>	Information
Placement Room Type	Not Applicable
Related Case	If there is a case within Caredirector linking with this Service Provision, you can link it here. Select lookup and search for the relevant case. This makes it easier to get onto the Case.
Service Package Related Assessment	If they have one available, please select it. This is going to choose from a list of forms that the person has been linked to. Attach it if it is available and relevant.



10. When finished, select Save.

Caredirector 🏠 Home 🗂 Workpla	ce 🗸 🔞 Settings 🗸	🔍 🖳 🛠 🛈 🌅 CD V6 Team
← 🗗 🕅 Service Provision:	New	0
TEST.Tom (Id: 42, 1365) Person Record Pronouns:		Born: 03/05/1995 (28 Years) Gender: Male NHS No: 🗸
Preferred Name: Details		
Related Case		~
Test, Tom - (03/05/1995) [CAS-000001-3585]	XQ	
Service Package		

11. This will show you the **timeline** section of the **Service Provision**. For now, you can leave this until you have the **Actual Start Date**. Once you have the actual start date to enter or it is already inputted into the service provision. Click back onto **Details**.

🔥 Caredirector 🎧 Home 🗂 Workplace 🗸	竣 Settings ∨	€	Ę	✨	5		CD V6 Team
← : Service Provision: Tom Test \ Shar	ed Lives Team Provider \ SDS - Managed Account \ Shared L	ives LT	- Ban	d1\\	\ Spot	t \ 2300	(?)
TEST,Tom (Id: 448365) Person Record 	Born: 03/0	5/1995 (28 Year	s) Ge	nder:	Male NH	IS No: 🗸
Pronouns: Preferred Name:						$\langle A \rangle$	9 🙎
Menu V Timeline Details Costs Per V	/eek Finance Transactions						
Filter By	EB 2024 Service Provision Cost Per Week Created	ott Simr	Son			Today	at 14:22
То	Cost per Week: End Date: £300.00	Ju Sim	Start D 12/02/	ate: 2024			_



viakefieldcouncil working for you

	⊗ Settings ∨	
🛛 🗖 🔂 🕹 🎝 🕴 Servic	e Provision: Tom Test \ Shared Lives Team Provid	der \ SDS - Managed Account \ Shared Lives L
TTom (Id: 448365) Y Person Record		Born: 03/05/1995 (28 Years) Gender: Male NHS No:
nouns: ferred Name:		la 🖉
lenu 🗸 Timeline Details Costs Pe	r Week Finance Transactions	
Jeneral		
Seneral		
'erson *	Responsible Team*	
Tom Test	Responsible Team *	Q
Tom Test	Responsible Team* CD V6 Team Responsible User*	Q
Tom Test d 230045	Responsible Team*	् X Q
Tom Test d 230045 itatus*	Responsible Team* CD V6 Team Responsible User* Scott Simpson	Q X Q

13. When this happens, this now requires managers authorisation. When saved, it will automatically send off to a dashboard that managers can access to check what requires sign off and authorisation. Managers will need to go onto their home screen by selecting Home > Dashboards

Care	edirector	Home	🖰 Workplace 🗸	ඟි Settir	ngs 🗸	
My Activ	ities	Team Cases	Team Caseloads	Forms	Team Overview	Dashboards
Dashboard	WMD	C - My Teams Ser	vice Provisions		~	Refresh

14. Select from the drop-down list – WMDC – MY Teams Service Provisions.

Му Ас	tivities	Team	Cases	Теа	m Caselo	ads	Forms	Team	Overview	Dash	boards							
Dashboai	WME	DC - My T	ēams S	ervice P	Provisions	4			•	🖁 Refre	sh							
то А	uthorise	- My Te	ams S	ervice	Provisio	ons												Î
+	×	€₽	2,		:													
	<u>Name</u> ≞J	,				Creat	ed By		Created	<u>l On</u>	Modifie	ed By		Modifi	ed On			
	Jayne Te	st \ Advo	ocacy\4	Advocac	y∖Ad	Sarah	Coupland-J	Jenkins	24/04/2	023 14:46	Sarah (Coupland-Je	enkins	24/04/	2023 14:46	5		
	Jayne Te	st \ Jacq	ueline S	Shuman	\SDS	Sarah	Coupland-J	Jenkins	24/04/2	023 14:50	Sarah (Coupland-Je	enkins	24/04/	2023 14:51:			



15. To authorise a Service Provision that has been changed to Ready for Authorisation. First check through by selecting the service provision under the widget heading saying To Authorise – My Teams Service Provision. Once you are happy this is correct making sure it has an Actual Start Date, go back to this screen and checkbox the right service provision that requires authorising. Once you have checked the checkbox go to the three dots on the right and select Authorise.

My Ac	tivities Team Cases Tean	n Caseloads Forms	Team	Overview Dashb	poards	
Dashboa	WMDC - My Teams Service P	rovisions		✓ G Refres	h	
То А	uthorise - My Teams Service	Provisions				
+	國 337 127 📌	:				
	<u>Name</u> ≟↓	Unpin from me		Created On	Modified By	Modified On
	Jayne Test \ Advocacy \ Advocac	Ready To Authorise	kins	24/04/2023 14:46	Sarah Coupland-Jenkins	24/04/2023 14:46
	Jayne Test \ Jacqueline Shuman	Authorise	kins	24/04/2023 14:50	Sarah Coupland-Jenkins	24/04/2023 14:51:



Shared Lives Provider Setup

1. To add a new a Provider, ensure the same one does not exist on Caredirector first by searching for that provider. **Workplace > My Work > Providers.**

Caredirector	Home Workplace	へ ĝ Settings 🔨	/	
My Work	2	1	.	
Finance	Carer Exemption And Extension	Cases	Contacts	Dashboard 3
		<u>.</u>		
Admin	People	Professionals	Providers	Reports

2. Search for the provider using the search box, if there are no duplicates then proceed to create a new provider. **Create New Record** from the toolbar.

Caredirector	🞧 Home 📩 Workplace 🗸 🏟 Settings 🗸	🗨 🛃 🛠 🖸 🌅 CD V6 Team
- + 🔊	🀲 🎝 E Providers	0
Active Providers	✓ Search for	records Q 3

3. This will open the create new provider details screen. Under this screen, complete the following:

Field	Information
Name:	Type in what their name is
Provider Type:	Supplier
Start Date:	When they plan to become a useable
	provider.
Address:	Use the Address Search Option
Main Phone:	Type in what their phone number is
Email:	Type in what their email is
Other fields:	Please use fill out the other information
	if known.



CAREDIRECTOR SHARED LIVES SERVICE PROVISION

	Provider: New			(
Image: Second	etails			
d mer COV/Storn X Q Sord LAte Transmitter COV/Storn X Q Sord LAte Transmitter Sord LATE Q Contact Q Q Q Sord LATE Sord LATE Q Q Sord LATE Sord LATE Q Q Sord Sord LATE Sord LATE Q So	General			
Important Important Important Stand Lives Important Impor	4		Responsible Team *	
Image: Control team Provider Out and Control team Provider Quart data Stared Lives Team Provider Sear data Stared Lives Team Provider Sear data Stared Lives Team Provider Control Stared Lives Team Provider Control Lives Team Stared Lives Team Control Lives Team Stared Lives	а 		CD V6 Team	ΧQ
United Stard Units Them Provider Support				~ ~
annot organized Sur Loss Suppler Sur Loss Suppler Sur Loss Suppler Sur Loss Suppler Contact Suppler Sur Loss Suppler Contact Suppler Sur Loss Suppler Contact Suppler Sur Loss Suppler Suppler Suppler Suppler Suppler Suppler Suppler Suppler Suppler Suppler	Shared Lives Team Drevider		QA Lead	0
booker byse* sopeier s				~
Support Value up Up Ord Me um Der Mondur Aulabele On Norder Nerst? um Der Gester Na Context Na um Der Gester Ofter Prove um Der Gester Centret Last um Der Gester Ofter Prove um Der Gester Centret Last um Der Gester Hange Centret Hange <	rovider Type*		Start Date	00
styp styp styp styp styp styp styp styp	Supplier	·	24/02/2023	
eres Ronder eres Ronder Q Lication D Q Lication D Q Lication D Q Lication D Q Lication D Provider Series Provider Series Address Provider Series Provider Series P	op Up		End Date	
Available Available Image: Standing Dimension Image: Standing Dimension Image: Standing				
Q Contact Q Contact DG Code DG Code	arent Provider		Available On Provider Portal?	
QC LODENT D QC LO		Q	O Yes	
D9 Code securitor securitor Sontact So	QC Location ID		IN NO	
os Gode eerolgton terony Contact terony Co				
escription escrip	DDS Code			
ereiption				
inary Cottact inary Cottact inary Cottact inary Cottact inary Cottact inary ina	escription			
Contact inimary Contact inter Date of Address provider inter Date of Address inter Date of Address provider inter Date of Address provider inter Date of Address i				
contact ining Contact inining Contact<				
Contact Contact Lad tain Phone Other Phone tain Phone Contact Lad tain Phone Contact Hours tain Phone Contact Method tain P				
important contract Lad important other Phone important important important </td <td>Contact</td> <td></td> <td></td> <td></td>	Contact			
Interference of address of a set of a s	riman/Contact		Contract Load	
Lain Phone Lain Phone Lain Phone Lein Phone Lain Phone <td>innary contact</td> <td>0</td> <td>Contract Lead</td> <td>0</td>	innary contact	0	Contract Lead	0
tain Phone tion Phone tion Phone tion Phone tion Phone tion Phone tion Phone finany f		~		4
vebsite Email vebsite Email contry	tain Phone		Other Phone	
Vebsite Enall				
Address tat Date of Addres	Vebsite]	Email	
Address itar Date of Address i				
Address tata Date of Address				
tat Date of Address tat Date of Address tat Date of Address property Name provider provider provider treet provider Street provider Street provider Street provider Street provider Street provider Street provider Street provider Street provider Street provider Street pr	Address			
Interfere of your Interfere of your Interfere of your Interfere of your Provider Provider Interfere of contact Hours Interfere of contact Method Provider Street Ig/District Interfere of contact Method Interfere of contact Method <td>tart Date of Address</td> <td></td> <td>Property Type</td> <td></td>	tart Date of Address		Property Type	
dress Type Country Primary I roperty Name Address Phone Provider I roperty No Contact Hours 1 Contact Hours treet Preferred Contact Method Inpovider Street Clear Address Inpovider Street Clear Address own/City Clear Address shared Shared outry Clear Address		#	(apply type	Q
dores type County Primary roperty Name Address Phone Provider [ddara Tara			
Printary roperty Name Address Phone Provider roperty No Contact Hours 1 1 treet Preferred Contact Method Provider Street Ig/District Clear Address own/City Shared ounty street ounty	Drimony		Country	
roperty Name Address Phone Provider Contact Hours 1 Contact Hours treet Preferred Contact Method Provider Street Clear Address lg/District Clear Address own/City Shared stocode Stocode	· ·······	•		
Provider Contact Hours 1 Contact Hours treet Preferred Contact Method Provider Street Clear Address lg/District Clear Address shared Shared ounty Shared	Previder]	Address Phone	
roperty No Contact Hours 1 Contact Hours rete Provider Street Ig/District Clear Address shared ounty cstcode	Provider			
1 Image: Contact Method Provider Street Preferred Contact Method Ig/District Clear Address own/City Shared ounty Shared instruct Shared instruct Shared	roperty No]	Contact Hours	
treet Prefered Contact Method Provider Street Ig/District Clear Address own/City Shared ounty Stated State Stat	1			
Provider Street Clear Address Ig/District Clear Address own/City Shared shared Shared outry State state State	treet		Preferred Contact Method	1
Ig/District Clear Address own/City Shared ounty Control Clear Address Cl	Provider Street			Q
own/City Shared Jounty Destcode			Clear Address	
own/City Shared County Stocode State	1g/District			
Shared	Ig/District			
locunty Distrode	Ig/District			
ostcode	Ig/District own/City Shared			
iostcode	Ig/District own/City Shared ounty			
	Ig/District own/City Shared ounty			
	Ig/District www/City Shared ounty			



4. Scroll down until you see **Classification** heading. Under this heading, complete the following:

<u>Field</u>	Information
Home Location:	External
Home Type:	Private

Classification		
Home Location		Placement URN
External	XQ	
Ноте Туре		Overview
Private	XQ	

5. When you have entered in the information for the **Provider** select **Save** on the toolbar.

+ B R Provider: New			0
Details			
Name*		QA Lead	
			Q
Provider Type*		Start Date	
Supplier	~		m

6. Any **Notes** please use **Menu > Related Items > Notes** as the notes section at the bottom of **Details** is going to be removed.

Caredirector 🎧 Hom	e 💾 Workplace 🗸	😥 Settings 🗸	€. €.	X 🖸 🌅	CD V6 Team
← : Provider: Sh	ared Lives Team Provid	der			?
Shared Lives Team Provider (Id: 19	3251) Provider Record				\sim
Type: Supplier					
Menu 🔨 Timeline	Summary Details	Service Provisions	Services Provided	Suspensions	Service
Activities 2		124	<u>n</u>	Ø	
Related Items	Addresses	Allegations (Alleged Abuser)	Allegations (Alleged Victim)	Attachment	B
		_		<u></u>	
Commissioning	Audit	Child Providers	Forms (For Provider)	Notes	



7. This will create the provider and show new options. Choose **Services Provided > Create New Record**.

Caredirector 🎧 Home 🗂	Workplace 🗸 👔	ලී Settings 🗸	€ 🛃	K O 🌷	CD V6 Team
+ : Provider: Shared Liv	ves Team Provide	r			?
Shared Lives Team Provider (Id: 193251)	Provider Record	I			\sim
Type: Supplier				1	
Menu 🗸 Timeline Summ	nary Details	Service Provisions	Services Provided	Suspensions	Service
+ 2 2 3 3 3	Services Provid	led			•
Related Records ~		Search for	records		Q 3
Id [Provid Provider	Id	Approval Status	Service Element 1	Service Element 2	Service Eleme

8. Complete the following:

<u>Field</u>	Information
Service Element 1:	SDS – Managed Account
Service Element 2:	Shared Lives ST 1-5,
	Shared Lives LT 1-5,
	Sessional 1-3
	(whichever is applicable)
Contract Type:	Spot
Negotiated Rates Apply:	No

Then select Save.

viakefieldcouncil working for you

CAREDIRECTOR SHARED LIVES SERVICE PROVISION

A Caredirector 🎧 Home 🗂 Workplace	\sim ϵ	Set	tings 🗸	€	Ę	\Diamond	€	CD V6 Team
	ew							?
Shared Lives Team Provider (Id: 193251) Provider R	Record							\sim
Type: Supplier								
Details								
General								
Provider*			Responsible Team *					
Shared Lives Team Provider		Q	CD V6 Team					XQ
Service Element 1*			Responsible User*					
SDS - Managed Account	×	Q	Scott Simpson					XQ
Service Element 2*			Approval Status*					
Shared Lives LT - Band 1	×	Q	Pending					~
Service Element 3			ld					
		Q						
Contract Type*			Client Category					
Spot		~						Q
Negotiated Rates Apply*			Current Ranking					
O Yes								Q
No			GL Code					
Used In Finance*								 Q
O Yes			L					
No								

8. When saved, new tabs will appear. Select Service Finance Settings > Create New Record.

Caredirector 🎧 Home 🗂 Workplace 🥆 🐯 Setti	ings 🗸 🛛 🕘 CD V6 Team							
Gervice Provided: Shared Lives Team Provi	der \ SDS - Managed Account \ Home Care \ \\ Spot 🕐							
Shared Lives Team Provider (Id: 193251) Provider Record	\sim							
Type: Supplier 1								
Menu V Details Service Finance Settings Rate	Periods Service Delivery Variations							
+ 🕼 🎝 🦻 Service Finance Settings								
Related Records V	Search for records Q C							
Service Provided Start Date End Date	Payment Type Provider Batch VAT Code Adjust							



 Complete the following: Select Save and Return to Previous Page when finished.



Caredirector 🎧 Home 🗂 Workplace 🗸 🖇	ලි Set	tings 🗸	Ð	Ę	\Diamond	9	CD V6 Team
- 🔒 🕞 Service Finance Setting: N	lew						?
Details							
General							
Service Provided *		Responsible Team *					
Shared Lives Team Provider \ SDS - Managed Accou	Q	CD V6 Team					XQ
Start Date*		End Date					
24/02/2023	Ê						611
Payment Type *		Provider Batch Grouping*					
Invoice	Q	Shared Lives Weekly					XQ
VAT Code •		Adjusted Days*					_
Exempt X	Q	0					
Charge Using Number of Carers?		End Reason Rules Apply*					
O Yes		• Yes					
No		O No					
Used in Batch Setup *		VAT apply to Charging?*					
○ Yes		O Yes					
No		No					



10. Ensure you are back out of that **Service Finance Setting** page and back to where you can see **Rate Periods > Create New Record.**

🛆 Caredirector 🎧 Home 🗂 Workplace 🗸 🐯 Settings 🗸	🔍 🛃 🛠 🛈 🌅 CD V6 Team								
Service Provided: Shared Lives Team Provider \ SDS - Man	aged Account \ Shared Lives LT - B ?								
Shared Lives Team Provider (Id: 193251) Provider Record	\sim								
Type: Supplier									
Menu Control Details Service Finance Settings Rate Periods Serv	vice Delivery Variations								
+ 🕼 🎝 🦻 Service Provided Rate Periods									
Approved Rate Periods v	cords Q C								
Rate Unit Approval Status Start Date End Date	Capacity Capacity Can Be Service								

11. This screen is asking what Rate Unit is linked to this **Provider**. Complete the following:

Select Save when finished.





12. When saved, a new tab will appear. Select Rate Schedules > Create New Record .								
人 Caredirector 🎧 Home 📥 Workplace 🗸 🐯 Setting	ıs ∨ €	. <u>E</u> <	x 🖸 🏮	CD V6 Team				
← : Service Provided Rate Period: Shared Lives	s Team Provider \ Share	d Lives Tea	am Provider \	sd ?				
Menu V Details Rate Schedules								
+ 🕼 🎗 🦻 Service Provided Rate Schedules								
Related Records V	Search for records			QG				

13. Enter the appropriate amount and select **Save and Return to Previous Page.**

🔨 Caredirector 🎧 Home 📥 Workplace 🗸 🔞 Sett	ings 🗸	Ð	Ę	\Diamond	€	CD	V6 Team
🗧 🖬 🔹 Service Provided Rate Schedule:	New						?
Details							
General	Responsible Team *						
Shared Lives Team Provider \ Shared Lives Team Prov	CD V6 Team					\times	Q
Rate*	Service Provided*						
f 50	Shared Lives Team	Provid	ler \ SE	DS - Ma	anageo	n	0

14. Then your location should be in the **Service Provided Rate Period** under the **Rate Schedules** tab. We need to go back to the **Details** tab under this screen.

	Caredir	ector 🎧 H	ome 💾 Workplac	e 🗸 🔞 Setting	Is 🗸	€	Ę	& D		CD V6 Team
←	:	Service Pr	ovided Rate Per	iod: Shared Lives	Team Provider	\ Shared	Lives Te	eam Prov	ider \ S	D ?
Me	enu 🗸	Details	Rate Schedules							
+	×	2, "Y	Service	Provided Rate S	Schedules					
Re	lated Reco	ords 🗸			Search for reco	ords				Q 3
	Service I	Provide	Rate Ra	te Bank Holid	<u>Rate Per Unit</u>	Time Bar	<u>nd St</u> 🛓	<u>↓</u> <u>Time I</u>	<u> Band E</u>	. <u>∓</u> ↓ <u>Monday</u>
	Shared L	_ives Tea	£50.00							No



15. What is happening in the background, and it is not instant, is the system is calculating the costs and schedule of what we just entered. If this option does not show straight away, please leave it 2 minutes, perhaps Save and Return to Previous Page and come back into this screen as under the Approval Status we now need to change the Rate Period from Pending to Approved. Then select Save and Return to Previous Page. This is so we can set the Provider Status as Approved later.

Caredirector	Settings 🗸 🔍 🔍 🔍 CD V6 Team
🗧 🖬 🔀 🎗 🗑 🗄 Service Prov	ided Rate Period: Shared Lives Team Provider \ Share
Menu V Details Rate Schedules	
General	
Service Provided*	Responsible Team *
Shared Lives Team Provider \ SDS - Managed Accoun	CD V6 Team 2
Rate Unit*	Approval Status*
Per Week Pro Rata	Pending ~
Start Date*	Approved
24/02/2023	Cancelled Pending

16. Go back to **Details** for the **Service Provided** and change the **Approval Status** from '**Pending**' to '**Approved**'. Then select **Save**.

Caredirector 🟠 Home 📥 Workplace	〜 袋 Set	tings 🗸	€ 🖁 🛠	🖸 킻 CD V6 Team
🔶 🖬 🙀 👶 🎝 E Serv	vice Provide	ed: Shared Lives Team	Provider \ SDS - M	1anaged Acc ?
Shared Lives Team Provider (Id: 193251) Provider Re	ecord			\sim
Type: Supplier				
Menu V Details Service Finance Set	tings Rate	e Periods Service De	livery Variations	
General				
Provider*		Responsible Team *		
Shared Lives Team Provider	Q	CD V6 Team		Q
Service Element 1*		Responsible User*		
SDS - Managed Account	×Q	Scott Simpson		XQ
Service Element 2*		Approval Status*		
Shared Lives LT - Band 1	XQ	Pending		~
Service Element 3		Pending		
	Q	Approved Unapproved		
Contract Type*		Client Category		
Spot	~			Q
Negotiated Rates Apply*		Current Ranking		
O Yes				Q
No		GL Code		
Used In Finance *				Q
O Ves		L		

17. You have successfully created a **Provider** on the system. Please see the Shared Lives Service Provision section of this booklet to add service provisions to this provider.



CAREDIRECTOR SHARED LIVES SERVICE PROVISION

Version Control

Version	Change	Author	Date
V1	INITIAL START	SS	12/02/2024