

List of procedures in the tri.x Procedures, Practice Guidance and Tools for Adult Social Care Template

Procedure	Includes	Input from customer during development
Adult Safeguarding Procedure	<p>Care Act requirements around:</p> <ul style="list-style-type: none"> -aims and principles of safeguarding -identifying and reporting -responses to a concern <p>Also includes:</p> <ul style="list-style-type: none"> -local referral processes -link to customer documents -link to customer multi-agency procedures -link to SAB website 	<p>Provision of links</p> <p>Information about local referral processes</p>
DoLS Procedure	Full and comprehensive step by step DoLS process from receiving a request to review	None
Liberty Protection Safeguards Procedure	<ul style="list-style-type: none"> -Information about LPS -Link to new legislation 	None
Recognising and Responding to Deprivations of Liberty	How to recognise a Deprivation of Liberty and the full range of responses dependent on age and setting	None
Requesting Adult Social Care Support	Information for residents that may come across the procedures accidentally	None (information required is gathered through other procedures)
Financial Assessment (for practitioners not financial assessment teams)	<p>Care Act requirements around:</p> <ul style="list-style-type: none"> -providing information and advice -when to request assessment (and when not to) -delays in assessment -third party top ups -deferred payments 	None



tri.x

PART OF THE ANTSER GROUP

	<ul style="list-style-type: none"> -refusing to contribute -contribution waivers -deprivation of assets -support to self-funders 	
<p>Commissioning and Brokerage</p> <p>(for practitioners not Commissioning or Brokerage teams)</p>	<p>Care Act requirements around:</p> <ul style="list-style-type: none"> -arranging services for self-funders -out of area services <p>Also contains guidance and process for arranging all available services</p>	<p>Local development needed to ensure procedure meets local requirements and avoids duplication with existing process maps etc.</p>
<p>Direct Payments</p> <p>(for practitioners not Direct Payment team)</p>	<p>Care Act requirements around:</p> <ul style="list-style-type: none"> -promoting direct payments -providing information and advice -direct payments and capacity -when a direct payment can/cannot be provided -placing conditions on a direct payment -delays in employing a personal assistant -monitoring and review -varying, suspending and terminating 	<p>None</p>
<p>Assistive Technology and Telecare</p>	<ul style="list-style-type: none"> -the difference between AT and Telecare -how to arrange, charge, monitor, review, repair and remove AT and Telecare 	<p>Local development needed to ensure procedure meets local requirements and avoids duplication with existing process maps etc.</p>
<p>Individual Service Funds</p>		<p>Blank template-full local development if applicable</p>
<p>CareCubed Procedure</p>	<ul style="list-style-type: none"> -guidance to using CareCubed -link to iESE website -aide memoire 	<p>Advise if used-will remove if not</p>
<p>Care Programme Approach</p> <p>(Procedure to support mental health social workers acting as care-coordinators)</p>	<ul style="list-style-type: none"> -link to MHA Code of Practice -link to Refocusing the Care Programme Approach -guidance on joint work -when and how to assess under the Care Act -supporting carers 	<p>Advise if applicable-will remove if not</p>
<p>Continuity of Care Arrangements</p>	<p>This is a full procedure and process for understanding <i>and</i> implementing Continuity of Care Arrangements under the</p>	<p>None</p>



tri.x

PART OF THE ANTSER GROUP

	Care Act	
Cross Border Placements	This is a full procedure and process for understanding <i>and</i> arranging a Cross Border Placement under the Care Act	None
Death of a Person or Carer	<ul style="list-style-type: none"> -managing notifications of death -offering supporting and reassessing needs -arranging a funeral (Public Health (Control of Disease) Act 1984) -attending a funeral 	None
Debt Respite Scheme (Beathing Spaces)	<ul style="list-style-type: none"> -standard breathing spaces -mental health crisis breathing spaces 	Localisation to section 2 and 3 as necessary
Deputyship and Financial Affairs	<ul style="list-style-type: none"> -assessing capacity -exploring available options -role of appointee, deputy and LPA -deputyship application -reviewing Deputyship -ending Deputyship 	Review of procedure and amendment as necessary to ensure it reflects local processes
End of Life Procedures and Practice Guidance	<ul style="list-style-type: none"> -when End of Life applies -NHS Continuing Healthcare Palliative Care -information and advice -Care Act functions in end of life (assessment, planning, review) -Advanced care planning <p>Good practice guidance:</p> <ul style="list-style-type: none"> -SCIE End of Life Hub -SFC Common Core Principles and Competencies -NICE End of life for Adults quality standard 	None
Interpreter and Translation Services	<ul style="list-style-type: none"> -identifying the need -Care Act requirements and guidance around using friends/family as interpreters -arranging a service -raising concerns 	None
Joint Packages of Health and Social Care	Full procedure for arranging and reviewing joint packages following NHS CHC assessment	None
Joint Work	-the co-operation duty	None



	<ul style="list-style-type: none"> -defining joint work -general principles for good joint work 	
Legal Services	<ul style="list-style-type: none"> -when to request legal services -requesting legal services -the role of legal services in court applications 	Review of procedure and amendment as necessary to ensure it reflects local processes
Lone Working	Guidance around risk assessment, personal safety and notifying others of lone working risk	None
Minor Works and Low Level Equipment		Blank template-full local development if applicable
NHS Continuing Healthcare Procedure	<p>Full procedure for understanding and implementing the National Framework</p> <ul style="list-style-type: none"> -link to National Framework -link to CHC Checklist 	None
NHS-funded Nursing Care	<p>Full procedure for understanding and implementing the National Framework</p> <ul style="list-style-type: none"> -link to National Framework 	None
No Recourse to Public Funds (NRPF)	<ul style="list-style-type: none"> -when NRPF applies -access to adult social care -information and advice -Human Rights assessment -notifying the Home Office <p>-link to NRPF Network guidance and assessment templates</p>	None
Ordinary Residence Procedure	<p>Care Act requirements around:</p> <ul style="list-style-type: none"> -establishing OR -OR of carers -dispute resolution -financial adjustment <p>-link to OR decision support tool</p>	None
Prisons and Approved Premises	<p>Care Act requirements around:</p> <ul style="list-style-type: none"> -ordinary residence -advocacy -safeguarding 	None



tri.x

PART OF THE ANTSEER GROUP

	<ul style="list-style-type: none"> -establishing/meeting needs -information and advice -direct payments -financial assessment -planning for release -carers -transition -end of life -NHS Continuing Healthcare 	
Protecting Moveable Property and Belongings	Full procedure for understanding and implementing the Care Act Section 47 requirement.	Review of procedure and amendment as necessary to ensure it reflects local processes
Risk Assessment	Full procedure for understanding risk and carrying out a positive risk assessment.	None
Service Interruptions and Provider Failure	Full procedure for recognising and responding to a service interruption, or the failure of a regulated/non-regulated provider under the Care Act.	None
Social Circumstances Report	Full procedure and process for writing a social circumstances report under the Mental Health Act	None
Social Media (use of)	Guidance from the HCPC for appropriate use of social media by practitioners	None
AMHP Procedure	<p>Includes the following guidance:</p> <ul style="list-style-type: none"> -what an AMHP is -other options to explore -requesting an AMHP -Practice guidance for AMHP's -after the intervention <p>-link to the MHA Code of Practice</p>	None
Receiving a Contact or Referral	Practice guidance to ensure that the Care Act is implemented when receiving a contact or referral	None
Deciding the Outcome of a Contact or Referral	Practice guidance to ensure that Care Act is implemented when deciding the outcome of a contact or referral.	None

	<p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> -strengths based approach -promoting wellbeing -prevention -consultation with others -the duty to assess -the duty to review -consent -ordinary residence 	
Actions and Next Steps	<p>Practice guidance to ensure that the Care Act is implemented when carrying out a range of possible actions following a contact or referral.</p> <p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> -providing information/advice -providing information around financial assessment -following up on information and advice given -advocacy -consent to take a referral -referral information -urgent or interim support -allocation decisions <p>Also contains guidance on;</p> <ul style="list-style-type: none"> -information sharing (Data Protection Act and GDPR) 	<p>Addition of local information and advice resources to the Providing Information and Advice section</p> <p>Addition of local prevention services to the Prevention section</p>
Introduction, Legal Requirements and Tools	<p>Care Act requirements around:</p> <ul style="list-style-type: none"> -purpose of an assessment -the duty to assess -who must be involved -consent -mental capacity <p>-links to various tools</p>	None
Preparing to Establish Needs	<p>Practice guidance to ensure that the Care Act is implemented when preparing to establish needs.</p>	None



tri.x

PART OF THE ANTSER GROUP

	<p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> -maximising participation -refusal and engagement difficulties -accessible communication -assessment when there is a risk of abuse/neglect -gathering and using available information -information that must be provided in advance -advocacy -involving carers -whole family approach -methods of assessment -combining assessments -joint assessments -urgent assessments 	
The Skilled Conversation	<p>Comprehensive practice guidance to ensure that the Care Act is implemented during a skilled conversation to establish needs.</p> <p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> -talking about Wellbeing -a strength based approach -talking about needs -positive risk -information and advice -pausing assessments 	None
Agreeing Needs and Making a Formal Record	<p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> -timely recording -providing copies of assessment -disagreement about need 	None
Understanding and Applying Eligibility Criteria	<p>Full procedure for applying the National Eligibility Criteria and determining eligibility</p>	None
Communicating the Outcome and Next Steps	<p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> - providing a written record of eligibility 	



tri.x

PART OF THE ANTSER GROUP

	<ul style="list-style-type: none"> -making sure decisions are understood -disagreement about eligibility -meeting ineligible needs -deciding how and who will meet needs -ordinary residence 	
Establishing ordinary residence	When and how to establish ordinary residence under the Care Act.	None
Requesting a Financial Assessment	When and how to request a financial assessment under the Care Act (and when not to)	None
Setting an Indicative Budget	Care Act requirements around: <ul style="list-style-type: none"> -timeliness, transparency and sufficiency -sharing indicative budgets 	None
Care and Support Planning	Care Act requirements around: <ul style="list-style-type: none"> -when to complete a plan -who to involve -the information the plan must contain -self-funders -delegation -advocacy -outcomes -ways to manage a budget -ways to meet needs -contingency planning -combining plans 	None
Signing Off the Care and Support Plan and Agreeing a Final Personal Budget	Care Act requirements around: <ul style="list-style-type: none"> -when a plan must be signed off -when indicative budgets must be increased -when a plan should not be signed off -providing copies of the plan 	None
Arranging Support and Services	<ul style="list-style-type: none"> -links to other procedures (Direct Payments, Commissioning and Brokerage) -providing professional support -arranging alternative services 	None (information required is gathered through other procedures)
Legal Requirements of a Care and Support Plan Review and	Care Act requirements around:	None



tri.x

PART OF THE ANTSER GROUP

Tools	<ul style="list-style-type: none">-purpose of a review-timing of a review-reasonable requests for unscheduled review-who must be involved-what a review must establish-light touch reviews-that a review is not a reassessment <p>-links to various tools</p>	
Preparing to Carry out a Care and Support Plan Review	<p>Practice guidance to ensure that the Care Act is implemented when preparing to carry out a review.</p> <p>Covers Care Act requirements around:</p> <ul style="list-style-type: none">-maximising participation-refusal and engagement difficulties-accessible communication-gathering and using available information-information that must be provided in advance-advocacy-involving carers-whole family approach-methods of review-combining reviews-joint reviews-delegating a review-urgent reviews	None
The Full Review Conversation	<p>Comprehensive practice guidance to ensure that the Care Act is implemented during a skilled full review conversation.</p> <p>Covers Care Act requirements around:</p> <ul style="list-style-type: none">-when to have a full review conversation and when to have a light touch review conversation-talking about what is working/not working	None



tri.x

PART OF THE ANTSER GROUP

	<ul style="list-style-type: none"> -talking about Wellbeing -a strength based approach -reviewing outcomes -reviewing needs -reviewing risk -information and advice -pausing a review 	
The Light Touch Review Conversation	As for Full Review but for Light Touch.	None
Deciding the Outcome of a Care and Support Plan Review	<p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> -timely recording -providing copies of assessment -disagreement about the outcome 	None
Actions Following a Care and Support Plan Review	<p>Practice guidance to ensure that the Care Act is implemented when carrying out a range of possible actions following a review.</p> <p>Covers Care Act requirements around:</p> <ul style="list-style-type: none"> -revising a plan -timeframe for the next review -providing information/advice -providing information around requesting and unscheduled review -ending a plan -reassessment of need -monitoring a plan -prevention -financial reassessment <p>Also contains guidance on:</p> <ul style="list-style-type: none"> -raising concerns about a service provider -whistleblowing 	None
Monitoring Urgent or Interim Support and Services	Practice guidance to ensure that the Care Act is implemented when monitoring urgent services provided outside of a care and support plan.	None



tri.x

PART OF THE ANTSER GROUP

	<p>Covers requirements around:</p> <ul style="list-style-type: none"> -the purpose of monitoring -who should be involved -using information gathered to inform intervention and prioritise 	
OT procedures	<p>There are a range of OT specific procedures on the site Most are variants of the procedures above and contain the same Care Act requirements but in relation to OT.</p> <p>Exclusive to OT:</p> <ul style="list-style-type: none"> -Establishing Likely Eligibility for a DFG -Applying for a DFG -The outcome of a DFG application and next steps -Meeting Needs Under the Care Act -Equipment in a Care Home -Providing Direct Support -Monitoring and Review 	Information about how OT services are delivered so that tri.x can ensure only relevant procedures are included
Transition to Adult Care and Support	<p>There are a range of transition specific procedures on the site: Most are variants of the procedures above and contain the same Care Act requirements but in relation to transition.</p> <p>Exclusive to transition:</p> <ul style="list-style-type: none"> -Deciding Whether to Start Transition -Deciding Whether to Start Carers Transition -Recording the Decision and Next Steps -Child's Needs Assessment -Carer's Transition Assessment -The Transition Plan -Reviewing a Transition Plan -Reviewing an Education, Health and Care Plan (over 18) 	None
Carers	There are a range of carer's	None



tri.x

PART OF THE ANTSEER GROUP

	<p>specific procedures on the site. These are all variants of the procedures above and contain the same Care Act requirements but in relation to carers.</p>	
Reablement	<p>There are a range of reablement specific procedures on the site. Most are variants of the procedures above and contain the same Care Act requirements but in relation to reablement.</p> <p>Exclusive to reablement:</p> <ul style="list-style-type: none">-The Reablement Plan-Arranging the Reablement Service-Monitoring Reablement-The Reablement Review	<p>Information about how Reablement services are delivered so that tri.x can ensure only relevant procedures are included</p>
Mental Health	<p>The contact and referral procedures are specific to mental health, because they work on the assumption that mental health social work is integrated into the mental health trust</p>	<p>Confirmation about how mental health social work services are delivered so that tri.x can ensure only relevant procedures are included</p>