

# Systems Support

## Swift Training



### Budgets and Authorisations

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*In partnership with*

**NORTHUMBERLAND**  
COUNTY COUNCIL



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## ABOUT BUDGETS AND AUTHORISATIONS

This section of the manual provides information about:

- ◇ Budget Module,
- ◇ Authorising Services,
- ◇ Deputising.

## ACCESSING THE BUDGET MODULE



- Access **Budgets** via Launch Pad. Refer to *Basic Use of Swift* section of this manual.

The following screen will be displayed:

## BUDGET MODULE

A separate Commitments Summary spreadsheet is sent daily to Team Managers detailing all authorised and unauthorised provisions for a Cost Centre.

You can use Swift to look at authorised commitments in more detail, e.g. what plans and services individual clients are receiving.

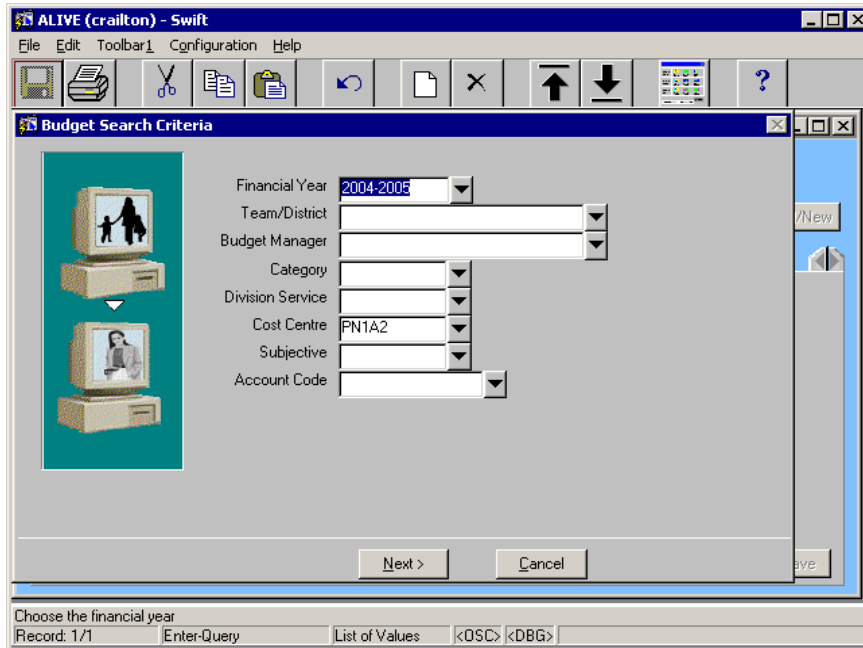
Swift provides the facility to monitor only the **authorised** commitments against a Cost Centre (e.g. PN1A2, i.e. the team). These commitments are broken down by the Division of Service (which budget is paying for a service, for example delegated care management, NHS Continuing Care Budget etc.) and Subjective (the type of service involved for example home care, residential care etc.)

Every service recorded on a client's care plan will have an Account Code, which is built up from the Division of Service, Cost Centre and Subjective. By summing the commitments, for authorised provisions, for each Account Code, for a Financial Year the full year costs can be monitored against the budget.

## Viewing Budgets for Each Division of Service

- Click on **Find/New**

The following screen will be displayed:



The screen will always remember your last search.

- Complete the following fields:

**Financial Year**

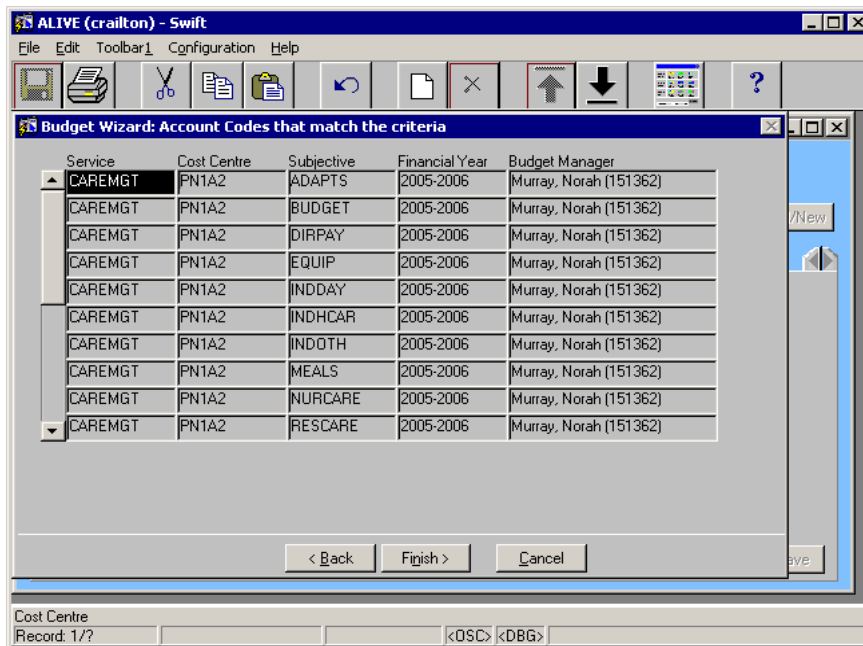
Select the relevant financial year.

**Cost Centre**

Select the relevant cost centre.

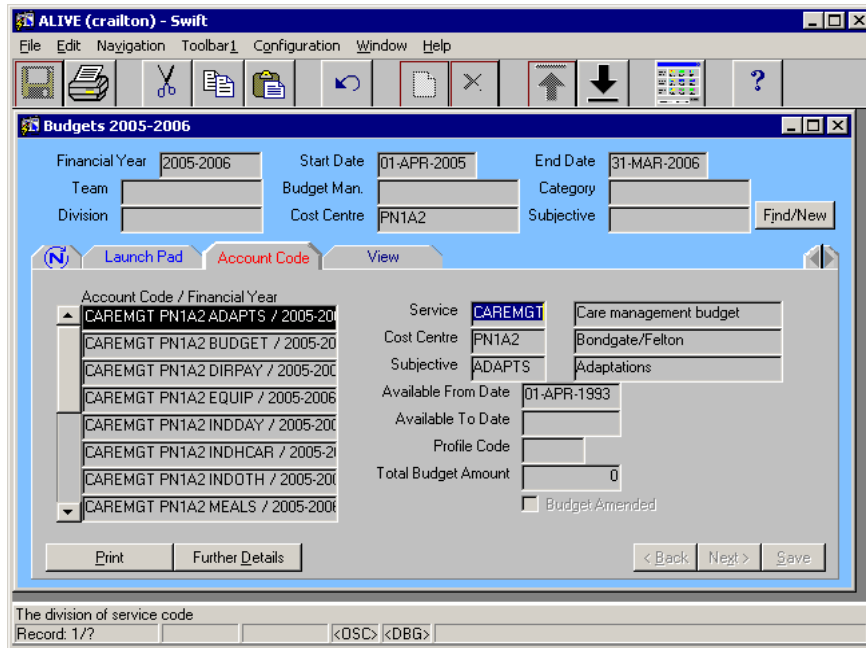
- Click on **Next >**

The following screen will be displayed:



- Click on **Finish >**

The following screen will be displayed:





The Total Budget for a cost centre is split between CAREMGT and CARENHH.

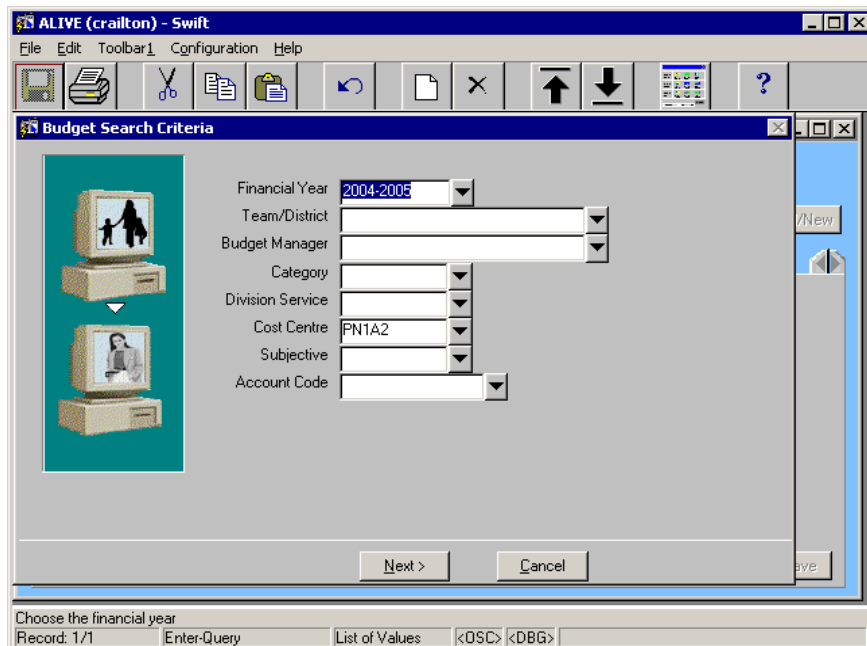
To view the budget allocated for these areas:-

- Select the CAREMGT <Relevant Cost Centre> BUDGET or CARENHH <Relevant Cost Centre> BUDGET from the Account Code/Financial Year Summary list.
- The figure that is displayed in the Total Budget Amount field is the budget allocated for that particular Division of Service.

## Viewing the Overall Budget

- Click on 
- Click on 

The following screen will be displayed:



The screen will always remember your last search.

- Complete the following fields:

**Financial Year**

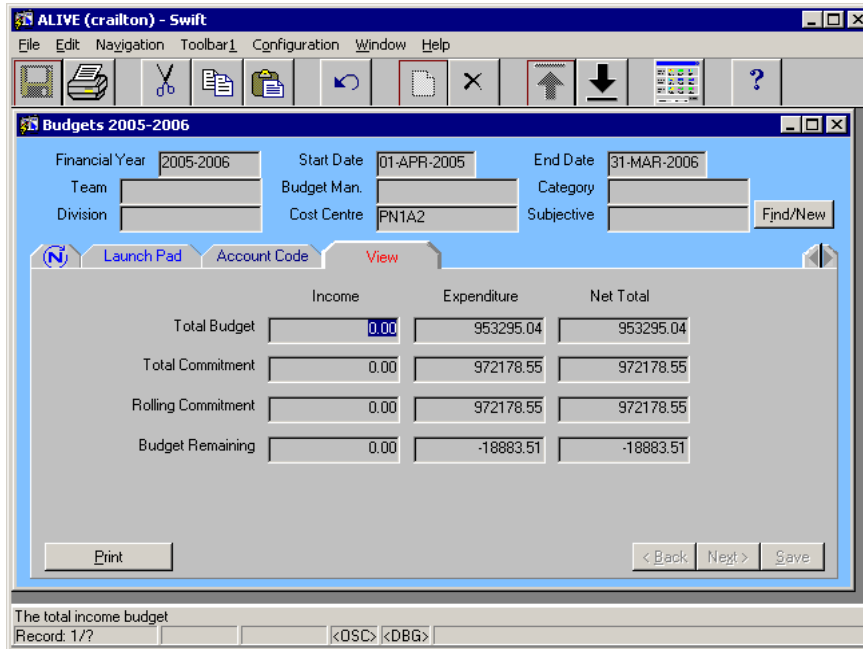
Select the relevant financial year.

**Cost Centre**

Select the relevant cost centre.

- Click on

The following screen will be displayed:



- This screen details total budget and total commitment information.

**Total Budget**

The overall budget amount allocated for the selected cost centre and financial year.

**Total Commitment**

The total amount committed to the budget for either the selected financial year.

**Budget Remaining**

The amount of budget remaining after commitments are deducted.

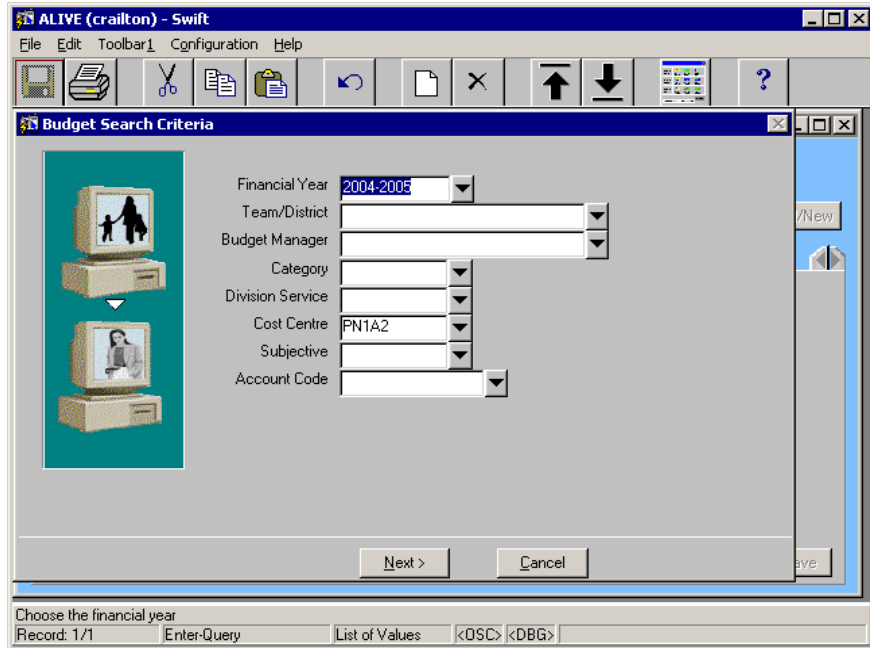
## Viewing Authorised Commitments

To view commitments against a specific subjective, for example how much budget has been committed against independent day care:


- Click on
- Click on



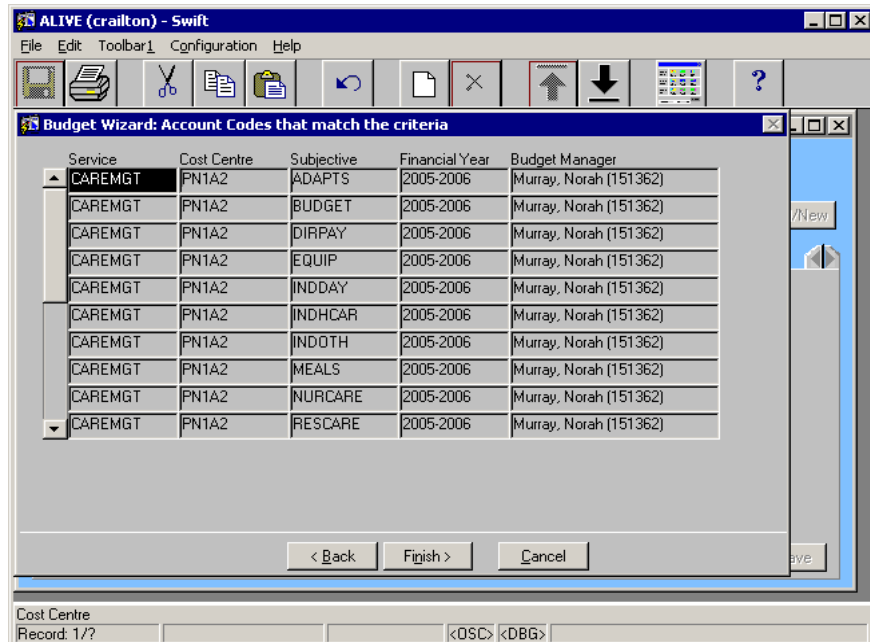
The following screen will be displayed:





The screen will always remember your last search.

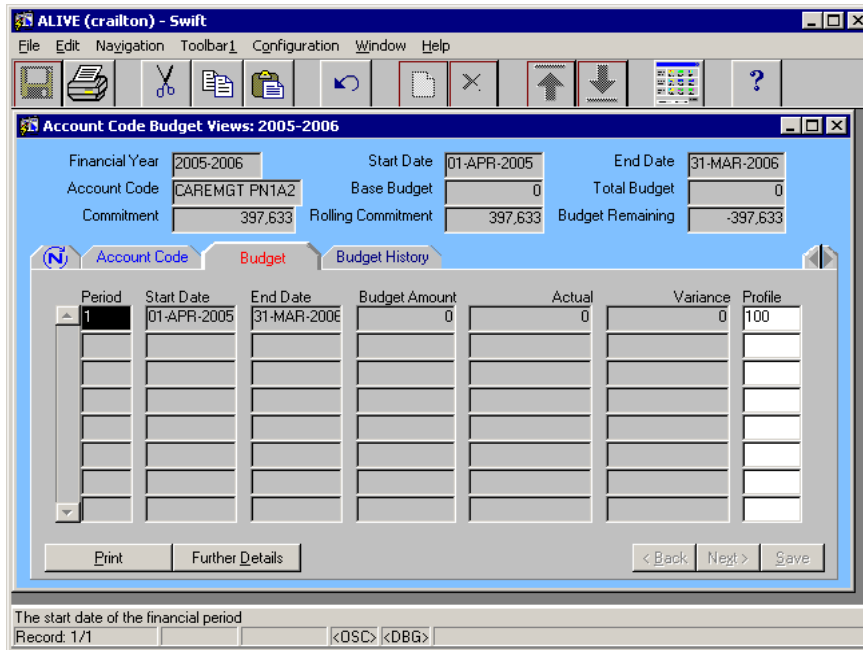
- Complete the following fields:  
**Financial Year**  
 Select the relevant financial year.  
**Cost Centre**  
 Select the relevant cost centre.
- Click on 

The following screen will be displayed:



- Click on 
- Click on the relevant Account Code that you wish to view the commitment for.
- Click on 

The following screen will be displayed:



The authorised commitment for the selected area of the budget will be shown in the commitment field at the top of the screen.

## Viewing the Breakdown of Provisions that Make up the Commitments

Swift allows you to see the provisions that make up the commitments for a subjective.

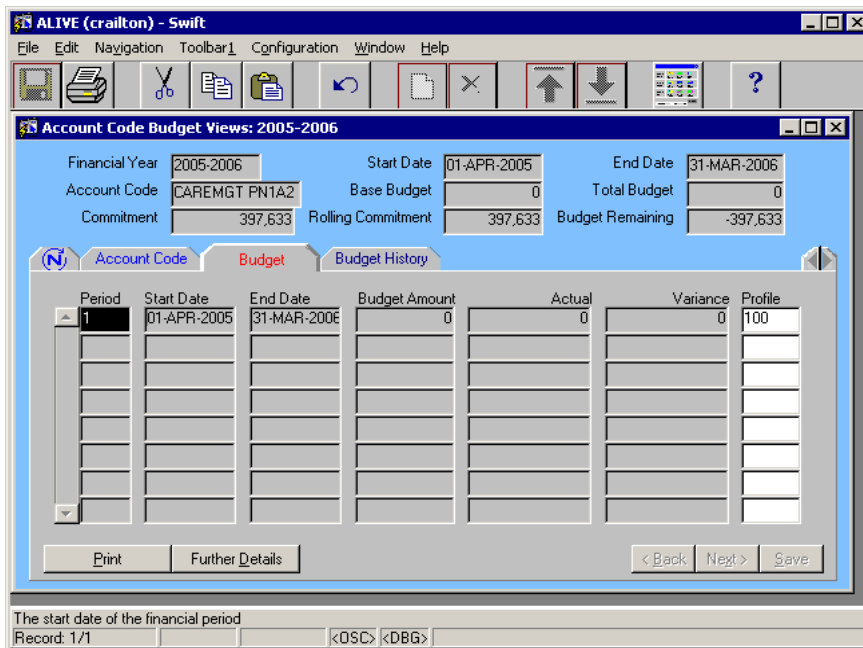


*It may take over 5 minutes to retrieve this information.*

- From the Account Code tab, click on the Account Code for which you want to see the details for.

- Click on 

The following screen will be displayed:



- Click on 

*Note: the actuals may not appear immediately and you may have to wait a few minutes for the information to display.*

The Cltem description field displays the provision that is recorded against the client in CPC.

From this screen you can access a client's CPC details;

- Click on 

- You will be taken into the client's CPC screens to view provision details. For further guidance on the CPC screens please refer to *Costed Packages of Care* section of this manual.

## AUTHORISING AND REJECTING SERVICES

There are two workflow jobs relating to authorising the services a client receives:-

- ◇ Authorise a Provision – Where a new provision has been recorded.
- ◇ Authorise a Provision Amendment – When an existing provision has changed, for example an increase in the client's home care at review.

*Note: any decrease in service recorded on Swift will be automatically authorised.*

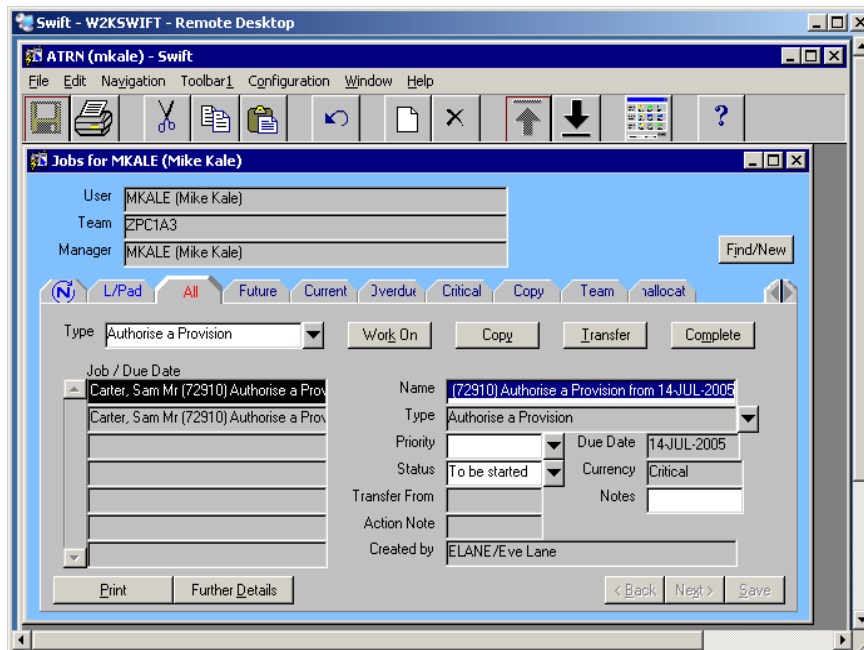
Once a new provision has been recorded or an existing provision amended, you will receive the relevant workflow job in your workflow in-tray on your Launch Pad.

*Note: any provisions where the costs are below a set threshold will be automatically authorised by Swift.*

This section details how to authorise or reject provisions, but doesn't go into detail about workflow screens. For more information about workflow screens refer to *Workflow – Accessing Workflow Screens* section of this manual.

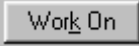
- Click on the relevant workflow job in your in-tray to begin the process of authorising or rejecting provisions and/or provision amendments.

*The following screen will be displayed:*

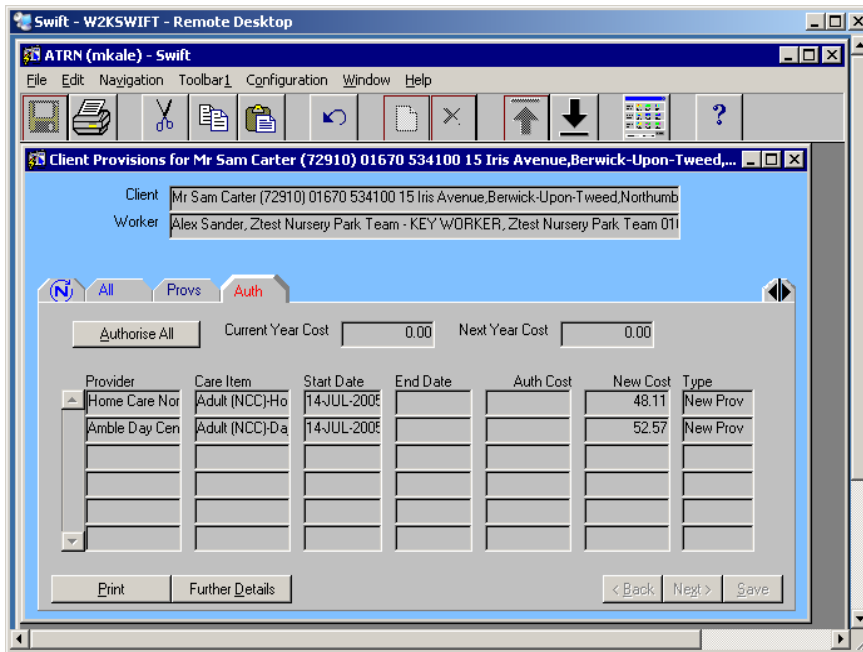



*The Created by field displays the name of the person who sent the job for authorisation.*

If a client has more than one provision or provision amendment that requires authorisation, each provision or provision amendment will be listed as a separate workflow job. However, when any job for the same client is selected it is possible to carry out authorisation of all jobs at the same time.

- Click on any job for the client that you wish to authorise the provision or provision amendment for in the Job/Due Date summary list.
- Click on 

The following screen will be displayed:



You will now be at the  tab.

- The following fields are displayed:

**Current Year Cost**

The total cost of all the authorised provisions for the current financial year.

**Next Year Cost**

The total cost of all the authorised provisions for the next financial year.

**Provider**

The provider of the provision.

**Care Item**

The provision type, e.g. Standard Home Care.

**Start Date**

The provision start date (or the start date of the amended schedule/non schedule).

**End Date**

The end date of the provision.

**Auth Cost**

The average weekly authorised cost of the provision.

**New Cost**

The average weekly cost of the provision.

*Note: it is not always useful to use this screen for costing information as this field uses a calculation to work out an average weekly cost across the whole financial year.*

**Type**


The type of record to be authorised. This will either display New Provision, Schedule (e.g. home care, day care or meals on wheels), or Cost (e.g. residential or short break care).

- Before you authorise the jobs you should check the cost and provision details. There are 3 options for doing this which are detailed in the following sections.
  - ◇ view the costs of all the client's provisions,
  - ◇ view the service diary,
  - ◇ view all the details entered against an individual provision.

## Checking Costs and Provision Details

### Viewing the costs of all the client's provisions

Swift records the total cost of each service for the current financial year and the total of all services provided for the client during the current financial year.

- Click on  (Forward Scroller) to access the Costs tab. This screen accurately displays the costs of all the client's provisions. Refer to *Costed Packages of Care – Viewing the Costs of Services* section of this manual.

*Note:* it is always best to use this tab when identifying the costs, either authorised or unauthorised of any provision.

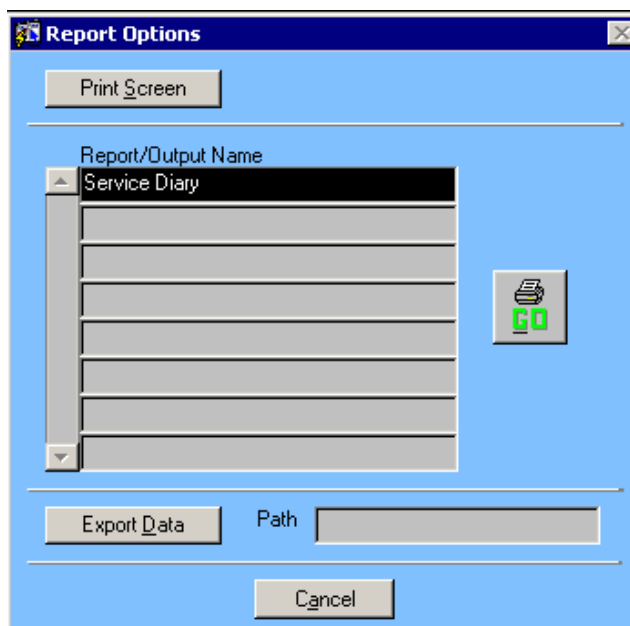
- Click on  (Back Scroller) to return to the Auth tab.

### Viewing the service diary


- Click on .

*Note:* you can also retrieve a client's service diary from the Frontsheet screen in the Frontdesk module.

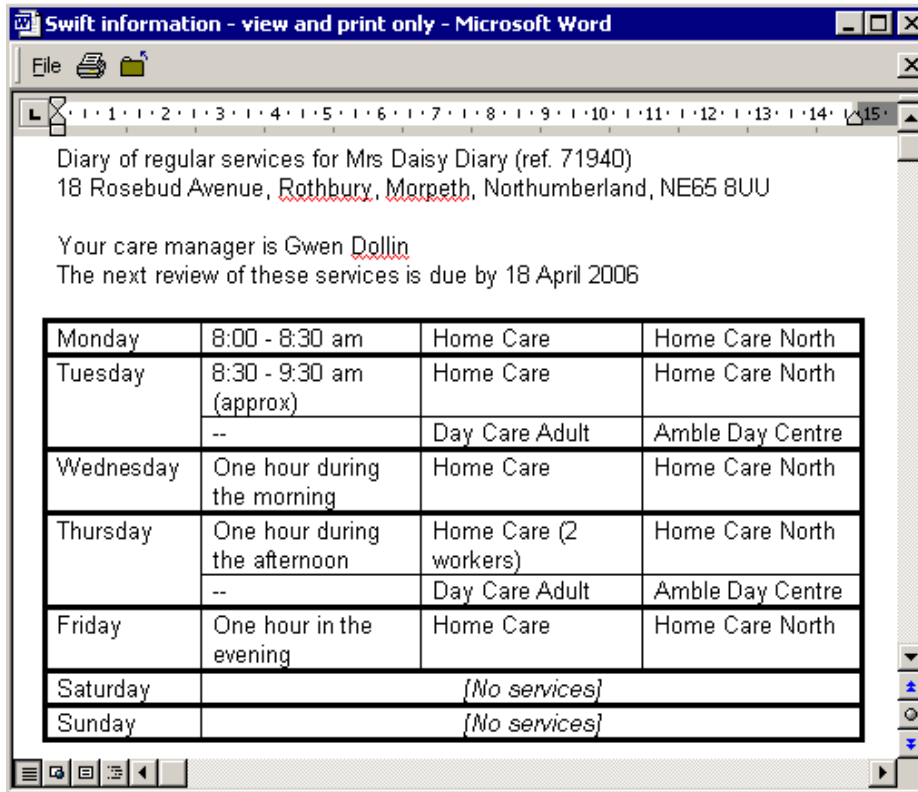
The following screen will be displayed:




- Click on the report named Service Diary.


- Click on . The report may take a few seconds to appear on your screen.

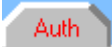
Example Service Diary:



- You only have view and print access to the service diary. If necessary, it is possible to copy and paste the information into Microsoft Word and edit it from there. If you see that any information is incorrect you will need to arrange for Swift to be updated accordingly and then re-run the service diary.
- Once you have viewed or printed the service diary, click on File and Close.
- Click on  to return to the Auth tab.

### Viewing all the details entered against an individual provision




- Click on  to view all details entered against an individual provision. Refer to *Costed Packages of Care* section of this manual for further guidance on moving around the screens in the Costed Packages of Care module.

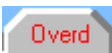
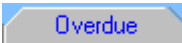

Once all the details have been viewed you will need to return to the  tab and either authorise all the provisions, or authorise/reject individual records.

## Authorising All Provisions

If you are satisfied with the information that has been recorded, you can then authorise the provisions.

To authorise all the provisions displayed for a client:

- Click on .
- Note:* once authorised, all the records will be removed from the authorise tab, i.e. there will be no records left to be authorised.
- Click on  to return to the workflow screens. This tab will be labelled depending on which tab you actually came from in workflow. It is always the tab next to  (Navigate).

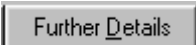
<b>Example</b>	If you were on the  (Overdue) tab on the workflow screens, the tab used to return to workflow will be labelled  next to  (Navigate).
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*Note: each of the workflow jobs will automatically disappear from the summary list and also from your in tray on the Launch Pad.*

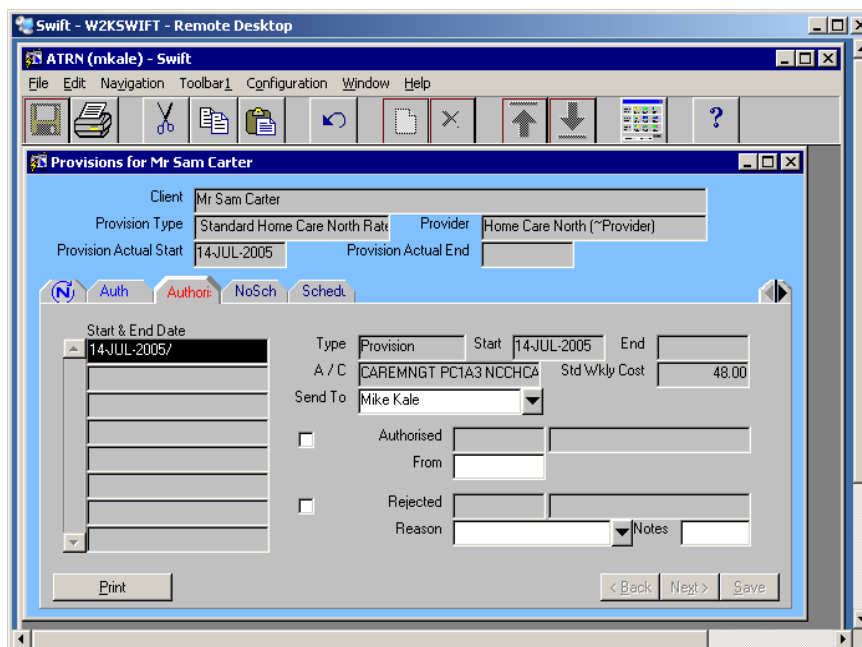
## Authorising/Rejecting Individual Provisions

If some of the provision records need authorising and some need rejecting, each one can be authorised/rejected individually. If you authorise or reject one provision, you can still return to the Authorise tab and use Authorise All to authorise the remaining provisions.

To authorise or reject individual provisions:

- Click on the Provider/Provision you wish to authorise or reject.
- Click on .

The following screen will be displayed:



This is the screen for authorising or rejecting services.

- Complete the following fields:

### Authorised Check Box

Click on the box to indicate the provision is to be authorised.

### Authorised From Date

Enter the date you are authorising the provision. This date does not affect the cost commitment. If a provision is authorised the commitment will be taken from the start and end dates of the cost record.

### Rejected Check Box

Click on the box to indicate the provision is to be rejected.

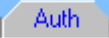

### Reason

Select the reason for the provision being rejected.

### Notes

Additional free text notes about a rejection. This field is optional.

*Note: if the authorisation is being rejected due to an input error the Team Manager will need to ensure that the relevant user is aware of the error.*

- Click on  and select the next provision that needs to be authorised or rejected.
- Repeat the process until all provisions have been authorised or rejected.
- Click on  to return to the workflow screens.

*Note: the Key Worker for the client will receive workflow jobs on their workflow in tray entitled 'Authorisation Notification' and/or 'Rejection Notification'.*

When you have authorised or rejected a provision the workflow job will automatically disappear from your workflow screens and from your workflow in tray on your Launch Pad.

## DEPUTISING

A deputy will be able to access any job sent to the person they are deputising for and carry out any actions on their behalf. Refer to *Workflow – Deputising* section of this manual.