

CRIB SHEET – ADMIN RECORDING CHC FUNDED SHORT BREAKS FOR BEBSIDE UNIT

Recording short breaks at Bebside Unit on Swift for CHC clients is not the same as for Social Care clients. This crib sheet gives guidance on how to record provisions for where the CHC client has short breaks at Bebside Unit **but only applies to NHS Funded provisions.**

For clients solely funded by Social Care please refer to *Swift – CPC* manual for recording guidance.

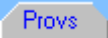

This guidance covers recording short breaks at Bebside Unit for CHC clients where client has been awarded:

- ◇ 100% CHC funded
- ◇ Shared Care

100% CHC FUNDED

Recording Number of Nights Awarded

You need to record the appropriate provision indicating how many nights have been agreed.

- In  (Provisions) search for client.
- If other provisions are already recorded press  to obtain a new line in the Summary List.

Provider



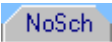
Enter **Bebside Unit**

Provision

Enter **NHS Funded Respite Voucher Scheme.**

Actual Start

Enter the appropriate start date.

- Click on .
- Click on .
- Click on  (Non Schedule).
- Complete the following fields:

Desc

Enter **Short Break.**

Start

Enter the start date of the service.

End

Enter the same date as start date.

Units

Enter the number nights agreed for this year.

Frequency

Enter **One Off**.

Std Wk Cost

This field will display nil cost as there are no costs attached at this point of the provision.

Div. Service

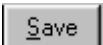
This field is completed automatically.

Cost Centre

This field is completed automatically with the cost centre of the Key Team.

Subjective

This field is completed automatically.

- Click on .
- Send for authorisation.

Finance - Recording the Actual Dates of Short Breaks

Once the client has received the short break Bebside Unit send details of the actual dates to Finance who will update Swift with the details and the actual costs.

SHARED CARE

Where the client has been awarded shared care you will need to record the appropriate **Social Care** provision with the joint funded flag recorded as you would other shared care provisions. Refer to *Crib Sheet - Recording Shared Care on Swift* for guidance.