

CRIB SHEET – FINANCE RECORDING SHORT BREAKS AT BEBSIDE UNIT

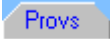

The process for recording actual stays at Bebside Unit on Swift differs depending if it for CHC or Social Care. It is important that Swift is recorded correctly for costs to be correct.

Once a client has received a short break Bebside Unit send details of the stay to Finance to record as actual stays on Swift.

This crib sheet gives guidance on how Finance should record actual stays at Bebside Unit for **both** Social Care and NHS Funded provisions.

RECORDING ACTUAL STAY FOR SOCIAL CARE ONLY

Where a client has short breaks that are funded by Social Care the client should already have a '**Respite Voucher Scheme**' provision recorded for Bebside Unit with the number of nights agreed for the year in CPC.

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

Provider



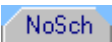
Enter **Bebside Unit**

Provision

Enter **Bebside Actual Stay Finance Use Only.**

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 date the short break started.
 - End**
Enter the **last night** date.

Units

Enter the number of nights taken.

Frequency

Enter **Residential**.

Div. Service


This field is completed automatically.

Cost Centre

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

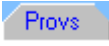

Subjective

This field is completed automatically.

- Click on .
- Repeat above process for any other episodes of short break you have been notified of.
- Send for authorisation.

RECORDING ACTUAL STAYS FOR CHC ONLY

Where a client has short breaks that are funded by health the client should already have an '**NHS Funded Respite Voucher Scheme**' provision recorded for Bebside Unit with the number of nights agreed for the year in CPC.

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

Provider

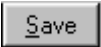

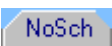
Enter **Bebside Unit**

Provision

Enter **NHS FUNDED ACTUAL STAYS(FINANCE ONLY)**.

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 date the short break started.

End

Enter the **last night** date.

Units

Enter 1 unit.

Frequency

Enter **Residential**.

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.

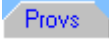

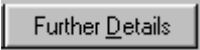
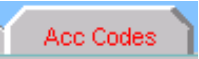
- Click on .
- Repeat above process for any other episodes of short break you have been notified of.
- Send for authorisation.

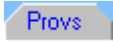
RECORDING ACTUAL STAYS FOR BEBSIDE SHARED CARE

Where the client has been awarded shared care between Social Care and health you will need to record the **Bebside Actual Stay Finance Use Only** provision with the joint funded flag recorded.

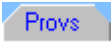

Checking the Percentage Split for Shared Care

You will need to take a note of the percentage split **before** you record the details of the actual stay.

- In  (Provisions) search for client.
- Click on the provision **Respite Voucher Scheme**.
- Click on .
- Click on  again.
- You should land in .
- Take a note of the percentage split against the following Div of Service
 - CAREMGT
 - NHS Div

- Return to .

Recording Shared Care Actual Stays

- From .
- Press  to obtain a new line in the Summary List.

Provider

Enter **Bebside Unit**

Provision

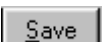
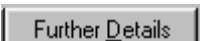
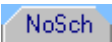
Enter **Bebside Actual Stay Finance Use Only.**

Actual Start

Enter the appropriate start date.

Joint

Enter **Joint Funded.**

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

Desc

Enter **Short Break.**

Start

Enter the date the short break started.

End

Enter the **last night** date.

Units

Enter the number of nights taken.

Frequency

Enter **Residential.**

Div. Service

This field is completed automatically.

Cost Centre


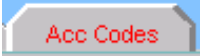

This field is completed automatically with the cost centre of the Key Team.

Subjective

This field is completed automatically.

- Click on .

Recording the Shared Care Details

- Click on .
- You should land in .
- In the line that already has division of service CAREMGT and cost centre recorded for Social Care complete the following fields:-
 - %age**
Enter the percentage agreed to be paid by Social care.
Note:- Do not save at this stage.
 - Press F6 and complete following fields
 - Cost Desc**
Enter the same cost description as recorded on the Social Care line.
 - Div Service**
Enter **NHS**.
 - Cost Centre**
Enter Key Team cost centre.
Note: This should match the cost centre on the Social Care line.
 - Subjective**
Enter the same subjective as recorded on the Social Care line.
 - %age**
Enter the percentage agreed to be paid by Continuing Health Care.
 - Ex FA**
Click in box to enter tick.
Note: This is important as it will ensure that the NHS Funded element will not be eligible for financial charging.
- Click on .

Recording further Actual Stays Care Details

- Repeat above Shared Care process for any other actual stay dates you have been notified of.
- Send for authorisation.