

CRIB SHEET – RECORDING SHARED CARE ON SWIFT

This crib sheet has been written to give guidance on the Swift recording procedure for clients awarded Shared Care CHC funding. It should be used in conjunction with operational guidance.

Shared Care provisions on Swift should all be recorded using existing Social Care provisions with the appropriate percentage split recorded against each division of service, i.e. Care Management or NHS.


The following areas are covered in this guidance:

- ◇ Non Scheduled services, e.g. Residential, Direct Payments etc.
- ◇ Scheduled services, e.g. Home Care or Day Care.

Ending Existing Social Care Provision

If the client has been receiving fully funded Social Care provisions which will now be jointly funded between Social Care and NHS you should end any existing relevant social care provisions before recording the shared care provision.



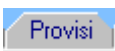
- Access  via Launch Pad or by using navigate and search for the client.
- Click on relevant Social Care provision(s) and complete following field:

Actual End

Enter the day before the shared care is to start.

- Click on .

RECORDING NON SCHEDULED SHARED CARE PROVISION

- From  screen.
- Press F6.
- Record the Social Care provision to be joint funded by completing following fields:

Provider

Enter the name of the provider of the service first (even though this is second on the screen).

Provision

Enter the provision being provided to the client.


Note: this is the social care provision.

Actual Start

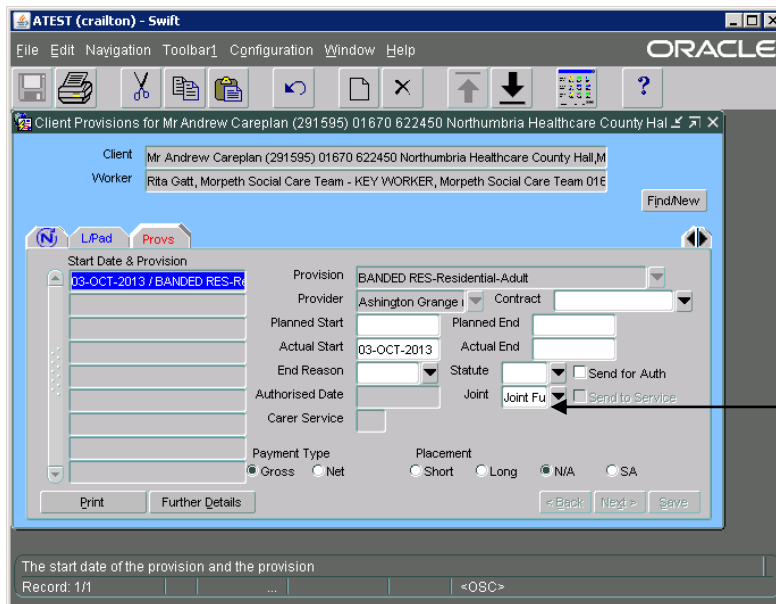
Enter date the Shared Care has been agreed from.

Joint

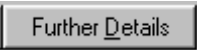

Enter **Joint Funded**.

- Click on .

Screen will look similar to following



Joint Funded recorded here

- Click on .
- Click on  (Non Schedule).

Recording the Shared Care Non Schedule

You should record the non schedule screen in the same way as you would for full social care funding.

- Complete following fields:-

Desc

Enter the description of the service, e.g. Residential/Nursing, Direct Payments or Short Break.

Start

Enter date the Shared Care has been agreed from.

Units

Enter the number of units. For residential services this will be 1, for Direct Payments this will be the relevant number of units agreed.

Alt Cost

For Direct Payments enter the unit cost.

Reason

If you have entered an alternative cost then enter the reason of **Alternative Cost**.

Freq

Enter the frequency.

Note: the frequency for residential, nursing or short break care, is Residential.

Div. Service

This field is completed automatically.

Cost Centre

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

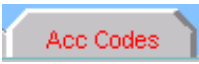
Subjective

This field is completed automatically.

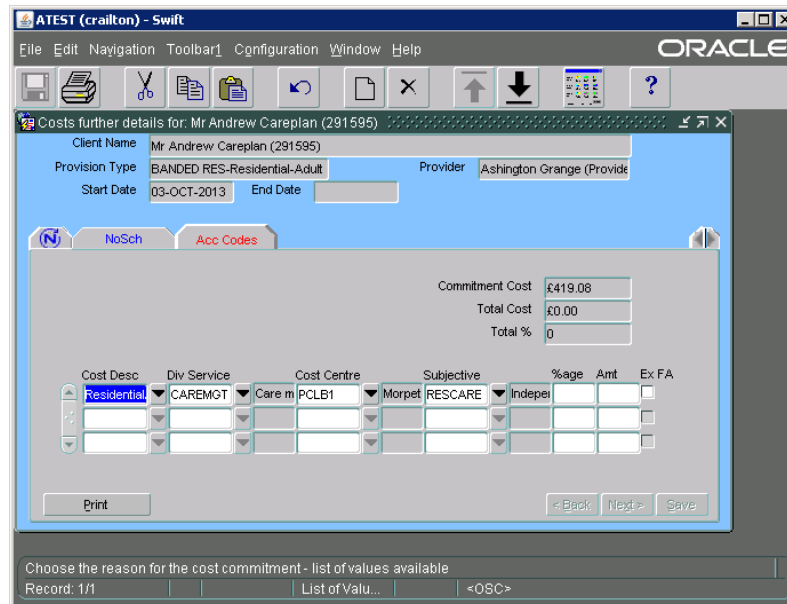
- Click on .

Recording the Shared Care Details

- Click on .

- You should land in .

You will see a screen similar to the following:-



Note: the line completed should already have division of service and cost centre linked to Social Care.

- In the line that already has division of service 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

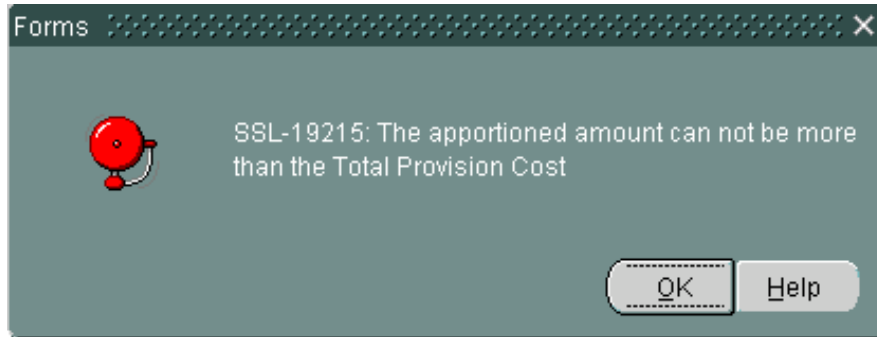
Click in box to enter tick.

Note: This is important as it will ensure that the NHS Funded element will not be eligible for financial charging.

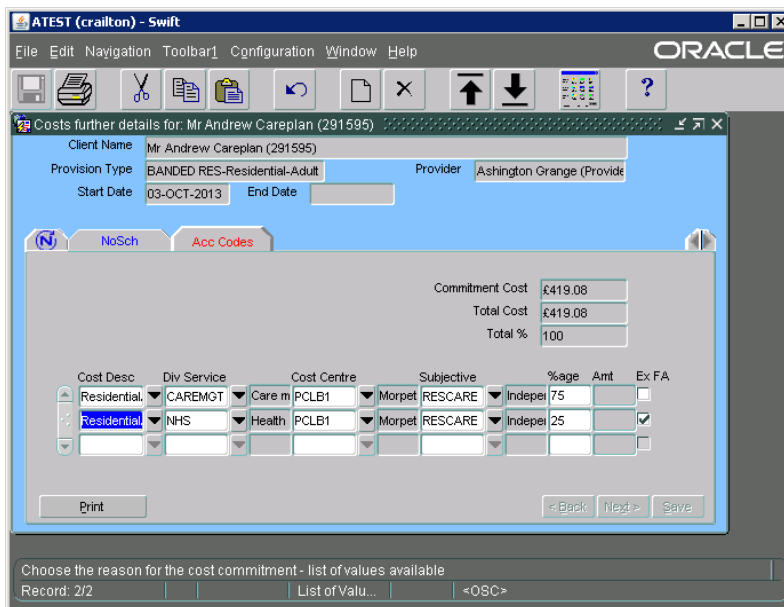
- Click on .



It is important that the Social Care and Continuing Health Care percentages add up to 100%. If they do not match you will see the following error message:-



The completed screen will look similar to the following:-



- Click on  (Non Schedule).

The **% on code field** now displays the social care element of shared care:-

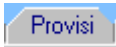
% on Code field

Sending the Shared Care Non Scheduled Provision for Authorisation

- Click on .
- Click on the **Send for Auth** check box.
- Click on .

The service has now been sent for authorisation.

RECORDING SCHEDULED SHARED CARE PROVISION

- From  screen.
- Press F6.
- Record the Social Care provision to be joint funded by completing following fields:

Provider

Enter the name of the provider of the service first (even though this is second on the screen).

Provision

Enter the provision being provided to the client.

Note: this is the Social Care provision.

Actual Start

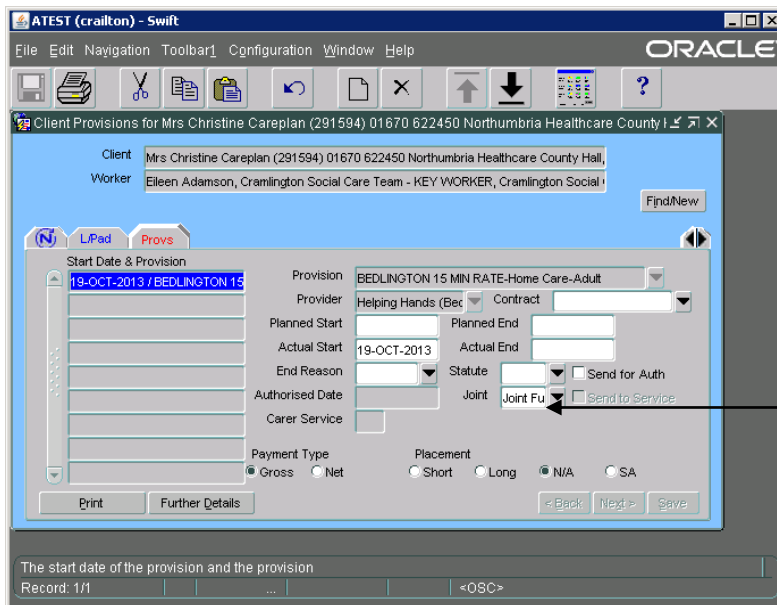
Enter date the Shared Care has been agreed from.

Joint

Enter **Joint Funded**.

- Click on .

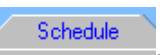
Screen will look similar to following



Joint Funded recorded here

- Click on .

Recording the Shared Care Schedule

- Click on .
- Complete the Schedule screen as normal:

Start Date

Enter the start date of the service.

End Date

Enter the end date if the service has already taken place and the end date has passed, otherwise leave this field blank.

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.

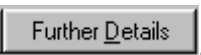


Do **not** use the Copy field if there has been a change in key team as it will not populate the cost centre with the new key team information..

- Click on .

Completing the Breakdown Screen

Complete the breakdown screen as normal and record **total** hours or units.

- Click on .
- Complete the following fields:

M - S

Click into the appropriate box for each day of the week that the client receives the service.

Units

Enter the **total** number of units.

Note: most day care is sessional. One session is usually half a day, therefore a full day will be 2 units. Where the provision name states it is daily then 1 day will be 1 unit.

From

Enter the time the service starts, e.g. 08.30. Refer to *Costed Packages of Care* manual for details on recording approximate times, e.g. half an hour at approximately 8 a.m.

Note: when entering times you must use the 24 hour clock.

To

Enter the time the service ends, e.g. 09.00.

Workers

This field is used to indicate how many workers are needed to provide the service. When there is only 1 worker, this field is left blank.


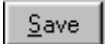
Frequency

Click on the frequency that best relates to how often this breakdown is to be provided, e.g. Weekly, Fortnightly or Four Weekly.

In most cases it will be weekly.

Span

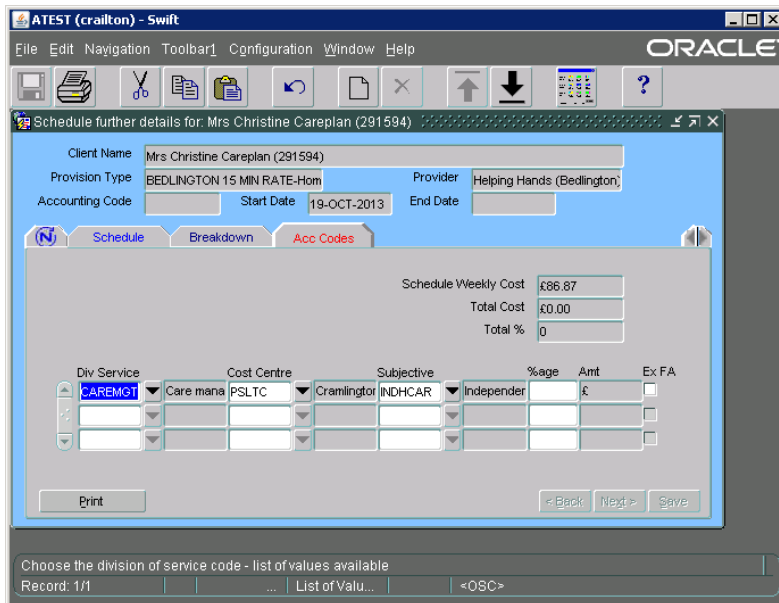
Tick this box if the to and from times span over midnight.

- To enter the next time band on the breakdown screen press .
- Repeat as necessary, completing the day(s), start and end times, and the frequency until all of the times the client is to receive the service are entered.
- Click on .

Recording the Shared Care Details

- Click on .

You will see a screen similar to the following:-



Note: the line completed should already have division of service and cost centre linked to Social Care.

- In the line that already has division of service and cost centre recorded for Social Care complete the following fields:-

%age

Enter the percentage agreed to be paid by Social care.

Amount

This will automatically complete with the cost calculated from the percentage recorded.

Note:- Do not save at this stage.

- Press F6 and complete following fields

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, e.g, INDHCAR.

%age

Enter the percentage agreed to be paid by Continuing Health Care.

Amount

This will automatically complete with the cost calculated from the percentage recorded.

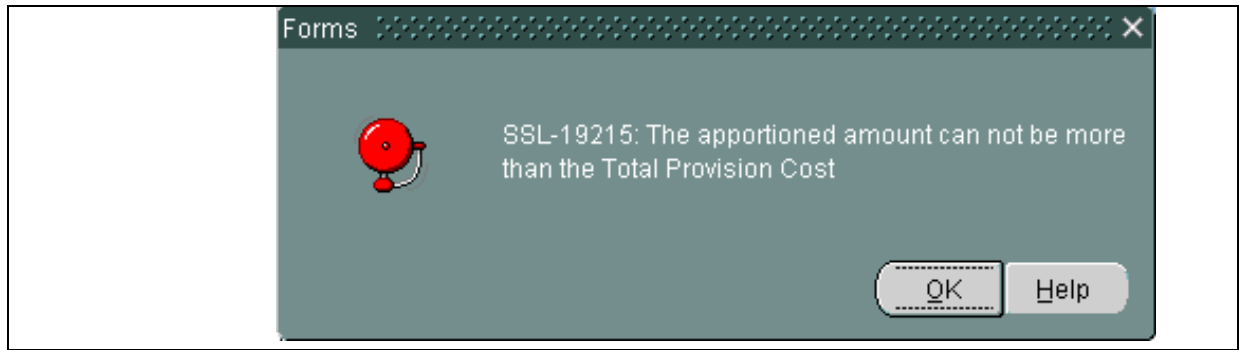
Ex FA

Click in box to enter tick.

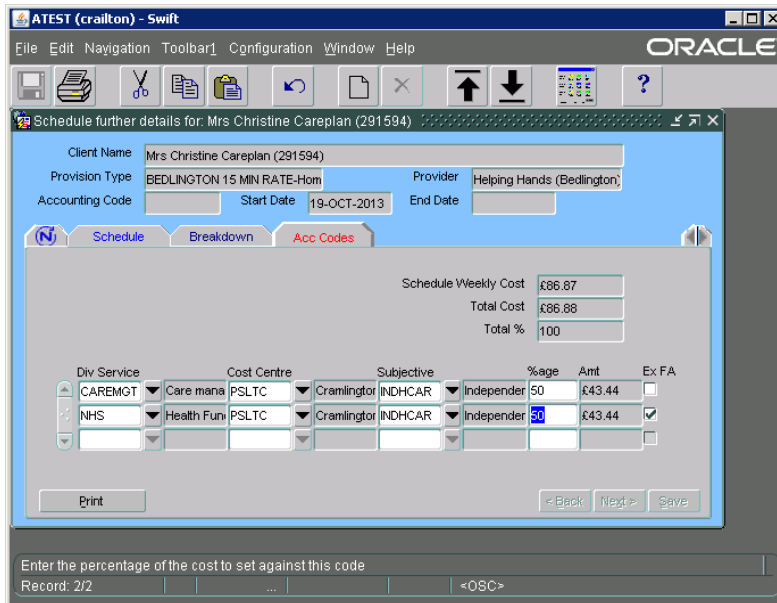
Note: This is important as it will ensure that the NHS Funded element will not be eligible for financial charging.

- Click on .

! It is important that the Social Care and Continuing Health Care percentages add up to 100%. If they do not match you will see the following error message:-

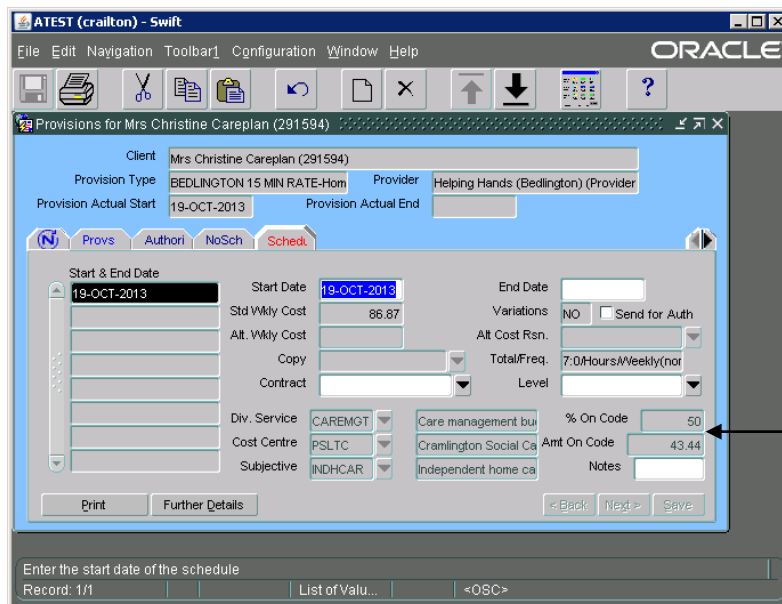


The completed screen will look similar to the following:-



- Click on .

The **% on code** and the **Amt On Code** fields now display the social care element of the shared care provision:-



% on Code and Amt on Code fields

Sending the Shared Care Schedule Provision for Authorisation

- Click on .
- Click on the **Send for Auth** check box.
- Click on .

The service has now been sent for authorisation.