

## **Standard Operating Procedure for Therapy Funding Requests for Looked after Children (LAC) placed outside of Cambridgeshire & Peterborough**

### **Context:**

Any child can experience mental health problems however some children are more vulnerable to this than others in particular, those children looked after by the Local Authority. The Office of National Statistics carried out a report examining the Mental Health of Looked after Children (2003) <sup>1</sup> which demonstrated prevalence rates for the following:

- Conduct Disorder
- Hyperactivity and Emotional Disorders
- Attachment Disorder

A high proportion of looked after children in England and Wales have mental health problems that require professional support – between 45 per cent and 72 per cent of children, according to key pieces of research,<sup>2</sup> however looked after children's mental health needs are frequently unmet. This increases children's risk of a variety of poor outcomes, including placement instability and poor educational attainment.<sup>3</sup> The issues of prevalence and service provision are often complicated by a lack of consensus regarding what constitutes a mental health difficulty, with frequent differences in how professionals and services conceptualise attachment/relational difficulties.

When a looked after child or child leaving care is moved out of a CCG area, arrangements should be made through discussion between the "originating CCG", those currently providing healthcare and new providers to ensure continuity of healthcare. CCGs should ensure that any changes in the healthcare provider do not disrupt the objective of providing high quality, timely care. The needs of the child should be the first consideration. Looked after children should never be refused a

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<sup>1</sup> The Mental Health of Young People Looked After by Local Authorities (2003) HMSO: London

<sup>2</sup>The 45 per cent figure comes from Meltzer et al (2003a) and the 72 per cent figure comes from Sempik et al (2008)

<sup>3</sup> Achieving emotional well-being for Looked After Children (2015) NSPCC

service, including for mental health, on the grounds of their placement being short-term or unplanned (Promoting the health and wellbeing of Looked after Children, 2015)

<sup>4</sup>

This procedure needs to be used alongside the protocol produced by the East of England Clinical Network. <sup>5</sup>.This protocol seeks to prevent variation in practice and standardise tariffs across the region.

### **Scope:**

This procedure is for Cambridgeshire and Peterborough looked after Children and covers: CAMH, psychotherapy, play therapy, counselling and review of ADHD / ASD medication for children placed out of area (placed within another county where it is not feasible to bring the child back to Cambridgeshire for therapy/assessment). Children / young people placed out of county should not be disadvantaged in accessing assessment or treatment for their mental health compared to their peers that are placed within Cambridgeshire and Peterborough, neither should they be disadvantaged due to short term placements or placement moves. Local Authorities need to consider using a static address e.g. Social Worker.

### **Expectations:**

- Social Workers

It is expected that the Social Worker will have discussed the identified need for therapeutic intervention with the Unit Clinician Team (Cambridgeshire) or LAC Psychologist (Peterborough) to ensure the needs of the child / young person have been suitably assessed and the proposed therapy is in the best interest of the child / young person.

- Provider

The chosen provider must be suitably qualified, registered with a professional body, be able to demonstrate robust supervision arrangements and provide a recent CV. The therapist will be expected to provide a detailed evaluation report at the end of a course of treatment or as requested in addition to outcome measures (scales and patient satisfaction)

- Boundaries and CPFT

Unit Clinician role: The primary aim of the unit clinicians within Cambridgeshire is to support relationally focused systemic social work practice and care planning for

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<sup>4</sup> Promoting the health and well-being of Looked After Children (2015) DFE DH

<sup>5</sup> Meeting the Mental Health Needs of Looked After Children and Care Leavers – A Protocol for the East of England Clinical Network Area (2017)

Looked After Children. They can offer specialist assessment and brief interventions to promote placement stability and address issues such as emotional regulation for children and young people placed in county. There is currently limited capacity to offer foster carer training and consultation. They cannot offer long term psychotherapy, therapeutic groups, mental health interventions or neurodevelopmental assessment.

- East of England protocol

This process will be used alongside the draft East of England protocol and it will be expected that the standardised tariffs will be used for all children / young people receiving therapy within the East of England.

## The Request Process

**Step 1** A need for mental health assessment or specific therapeutic intervention may be identified as part of routine social work offer and existing LAC processes such as LAC reviews. Where a need for therapeutic intervention or mental health assessment is identified social workers may consult with unit clinicians or LAC Psychologist. In Cambridgeshire the clinical leadership team will keep an overview of all such requests. The unit/team may wish to consult with CAMH through the SPA should they want another opinion on the recommendation. The SPA will also consider bringing back into county if within 20 miles of borders.

**Step 2** They will ensure a multidisciplinary response within the team to make robust recommendations about the nature of the therapeutic work being asked for. For Peterborough and less often in Cambridgeshire– If a robust assessment has not been possible they will ask for an initial assessment from the local service where the child is placed.

**Step 3** An agreement template should be completed by the Local Authority outlining the assessment/therapeutic intervention that is requested, the out of area Provider identified and cost. This should include cost in time to attend initial network meetings. The Provider identified must be registered with a professional body, be able to demonstrate robust supervision arrangements and provide a recent CV.

**Step 4** Social Care to email completed template from a secure email Peterborough - [cladmin@peterborough.gcsx.gov.uk](mailto:cladmin@peterborough.gcsx.gov.uk) or Social Care Unit gcsx in Cambridgeshire to Designated Nurse LAC via the generic email, [CAPCCG.LACnotifications@nhs.net](mailto:CAPCCG.LACnotifications@nhs.net)

**Step 5** Designated Nurse LAC to review request to fund therapy within 5 working days to allow time to request further information from Social Care / Provider if required. Designated Nurse LAC will email Sandra Edwards, Cambridgeshire & Peterborough CCG Finance Management Accountant [sandraedwards1@nhs.net](mailto:sandraedwards1@nhs.net) to review costings

**Step 6** Designated Nurse LAC to give a decision to Social Care to fund / decline or discuss alternative options no later than 5 working days from the request being

received into the generic LAC CCG email box [CAPCCG.LACnotifications@nhs.net](mailto:CAPCCG.LACnotifications@nhs.net) If a decision requires further information gathering and will fall outside of the 5 working days, Designated Nurse LAC to inform Social Care

**Step 7** On agreement that Cambridgeshire & Peterborough CCG will fund therapy/assessment, Designated Nurse LAC to send a Service Level Agreement to the Provider outlining CCGs terms and conditions. This will include name of young person and provider including breakdown of sessions / costs. If it is a new provider this should include their details including bank details

**Step 8** The Provider will be expected to inform the CCG if the Young Person does not attend or therapy is discontinued for any reason. The provider will be asked to agree outcome measures at the outset. These will be specific about the hoped for anticipated outcome of the work e.g. coping better with high levels of emotional arousal. The CCG will fund therapy for a maximum of 12 sessions and will require a detailed evaluation report from the therapist on treatment delivered and next steps. Payment will not be processed until the outcome measures and report are returned. The CCG will only fund further sessions on receipt of a report outlining that this is in the best interest of the young person

**Step 9** The report and outcome measures should be reviewed by the Designated Nurse and Social Worker / Unit clinician / Psychologist before any further treatment is authorised

**Step 10** Funding requests for LAC placed out of area to be recorded on the Restricted Drive: children'sservices/children'ssafeguarding/lac/fundingrequestsOOA. A folder is to be created for each young person where a request is received and logged

**Step 11** Sandra Edwards CCG Finance Management Accountant to email Designated Nurse LAC on a monthly basis with invoices received for payment so this can be monitored and any discrepancies addressed promptly and investigated



Cambridgeshire  
County Council

**NHS**  
Cambridgeshire and Peterborough  
Clinical Commissioning Group

**PETERBOROUGH**  
  
CITY COUNCIL

## Out of Area Assessment and Treatment Agreement

To be completed by the Local Authority, please return to Designated Nurse Looked After Children via secure email: [CAPCCG.LACnotifications@nhs.net](mailto:CAPCCG.LACnotifications@nhs.net)

| Service User details     |  |
|--------------------------|--|
| Patient Name             |  |
| Patient reference number |  |
| Date of Birth            |  |
| NHS number               |  |
| Placement details        |  |

| Current issues and Type of Therapy required |  |
|---|--|
| Assessment                                  |  |
| Intervention                                |  |
| Anticipated number of sessions              |  |
| Cost per session                            |  |
| Additional costs                            |  |

|   | Outcome Measures | Frequency |
|---|------------------|-----------|
| 1 |                  |           |
| 2 |                  |           |
| 3 |                  |           |

| Commissioner details      |   |
|---------------------------|---|
| Name of Commissioner      | Cambridgeshire and Peterborough CCG   |
| Address                   | Lockton House<br>Cambridge CB2 8FH  |
| Phone Number              | 01223 725376  |
| Key contact 1 incl. email | CAPCCG.LACnotifications@nhs.net   |
| Key contact 2 incl. email | <a href="mailto:deborahspencer1@nhs.net">deborahspencer1@nhs.net</a> Designated Nurse |

**Provider details**

|  |  |
|--|--|
| Name of provider   | Sandra Edwards   |
| Name of therapist  | Management Accountant  |
| Professional body the therapist is registered with and registration number | NHS Cambridgeshire and Peterborough CCG<br>Lockton House, Clarendon Road<br>Cambridge, CB2 8FH<br>sandraedwards1@nhs.net |
| What supervision arrangements are in place?                                |  |
| Providers Address for SLA  |  |
| Bank details (if new provider)<br>Sort code<br>Account Number              |  |
| Providers phone number   |  |
| Providers email address  |  |
| Key contact 1 name and email   |  |
| Key contact 1 position   |  |
| Key contact 2 name and email   |  |
| Key contact 2 position   |  |

**Local Authority or referrer details**

|                               |  |
|-------------------------------|--|
| Name of Local Authority       |  |
| Local Authority Address       |  |
| Local Authority phone number  |  |
| Local Authority secure email  |  |
| Name of Social Worker         |  |
| Social Worker phone number    |  |
| Social Worker email           |  |
| Other key contact within unit |  |
| Key contact phone number      |  |
| Key contact email             |  |

**Name of person completing form**

|             |  |
|-------------|--|
| Name        |  |
| Designation |  |
| Date        |  |

Requests will be responded to within 5 working days. Please ensure you have answered all questions. If further information is required before a decision is reached, this may result in a delay

**The Agreement**

This agreement is made between:

| The Commissioner |  |
|------------------|--|
| Signature        |  |
| Name             |  |
| Position         |  |
| Commissioner     |  |
| Date             |  |

and

| The Provider     |  |
|------------------|--|
| Signature        |  |
| Name             |  |
| Position         |  |
| Service Provider |  |
| Date             |  |

As the responsible commissioner, Cambridgeshire and Peterborough Clinical Commissioning group would like to ask for agreement by the Provider to ensure the following criteria is adhered to:

- Therapist to be registered with a Professional Body and have relevant qualifications to support post
- The therapist receives regular clinical supervision
- The cost of the therapy proposed includes the cost for time to attend network meetings for the child / young person
- A detailed evaluation report and any completed well-being scales or patient satisfaction requested will be returned to the Designated Nurse Looked After Children midway at the end of the course of treatment or as requested
- The provider should notify Cambridgeshire and Peterborough CCG if the therapeutic support is withdrawn early or non-attendance of child / young person

Funding for the service will be given on receipt of a valid report