

	Action/Date
Title/Status-	Individual Placement Agreement Completion Process
New document or revised	Revised
Responsible Head of Service	Liz Perfect
Date review	July 2020
Date SMT approved.	

Individual Placement Agreement Completion Process

- The IPA will show in the workflow in Mosaic under 'Current Work' to be completed once the Care Package has been finished unless a manual IPA is being created.
- Click on the link to begin this step.
- Click on 'Start' and then click on the 'Forms and Letters' icon at the top of the page. Select the relevant IPA (either 'IPA' or 'IPA 16+') and complete all sections on the left-hand side of the screen:

NB if the placement is post 1st February 2020 & is Residential or IFA then the new manual G2R template should be used taking the objectives from the resource response form. The response forms can be found in the yp referrals folder

- **Private & Confidential** - to include relevant detail about the young person, parties to the IPA and type of care.
- **Agreement** – to include the start date of placement and correct Provider details.
- **Placement Details**- to include the placement details, carer/organisational details and admission date.
- **Placement Objectives & Intended Outcomes** – to include all relevant objectives in accordance with the care plan and any relevant frameworks considering any enhanced packages, additional support or additional funding which has been agreed and why/what is included.
- **Authorised Costs** – to include the total weekly cost and a breakdown of any additional costs such as Education; Health; Additional Staffing or Therapy. Include in the total cost comments field any discounts which have been applied.
- **Documentation, Education & Health** – to include the child's details and name of Provider.
- Click on the clipboard icon and assign to the relevant manager for approval. Click 'Save' and click the red cross to close the episode without finishing.
- The sent IPA will then show in your workflow as being sent. Once returned by the relevant manager this can be completed ***NB if there are any issues or amendments required this will be noted and you will need to send the IPA back for approval again once amended***
- Once the IPA is approved click on the link and convert the signed IPA to PDF. Save in the IPA's signed folder commissioning drive for the relevant month.
- Email the IPA to the relevant Provider using Egress secure email and a covering statement advising this is to be signed and returned.

- Click 'Resume' on the IPA episode and click on the clipboard icon. Click 'Send copy of form to relevant party' and assign this to yourself. Click into 'Actions Taken' and select 'IPA Complete' Finish the step.
- Using 'Act for Rights' for the Commissioning Manager add a case note advising the IPA has been approved and from when.
- Update the IPA tracking spreadsheet.

IPA chasing

Once an IPA has been sent this must be signed and returned by the Provider.

- Open the IPA tracking spreadsheet from the Commissioning drive and check to see if it has been over two weeks since it was sent (the formula in the 'days since sent' field will tell you this)
- If over two weeks, then contact the Provider to ask for this to be returned to the relevant QA officer.
- Contacts for the Providers can be found in the EMRCF folder on the Commissioning drive.
- Enter the date the supplier was chased on the spreadsheet in the 'Chased' field.

Once IPA has been received

- Save the IPA in the 'IPA's returned from supplier' folder on the Commissioning drive.
- Find the young person in Mosaic by clicking on 'People' then 'Find Person'
- Enter the Child ID into the 'Person Reference' field.
- Click on the link to open the record.
- Click onto 'Documents' then 'Attachments' and click onto 'Upload'
- Upload the IPA (select 'Correspondence and Other' as the main category) using IPA in the heading and click 'Upload and Close'
- Enter the date received on the tracking spreadsheet.
- Once uploaded to Mosaic select 'Yes' in the dropdown field on the IPA tracking s/s.

Independent School IPAs

- The Independent School consultation process sits within the Special Educational Needs and Assessment team. However, commissioning issue and review the Individual Placement Agreements.
- Once the appropriate school has been commissioning the SEN Officer/Case Worker will send a completed copy of the consultation form to familyplacementteam@leics.gov.uk with relevant information such as – Cost, school address, any additionalities or reductions to time table or support, start date and proposed end date.

- All of this information will be transferred to the Individual Placement Agreement located in the master documents folder on the F; drive and sent for the attention of the contracts officer/head teacher of the identified school.
- The Placement will be added to the IPA tracker stored in the SENA file on the F; drive with the sent and returned dates.
- The signed Individual Placement Agreement will be stored on the Special Educational Needs and Assessment, Pupil File in their F; drive under legal documents for the correct young person.

