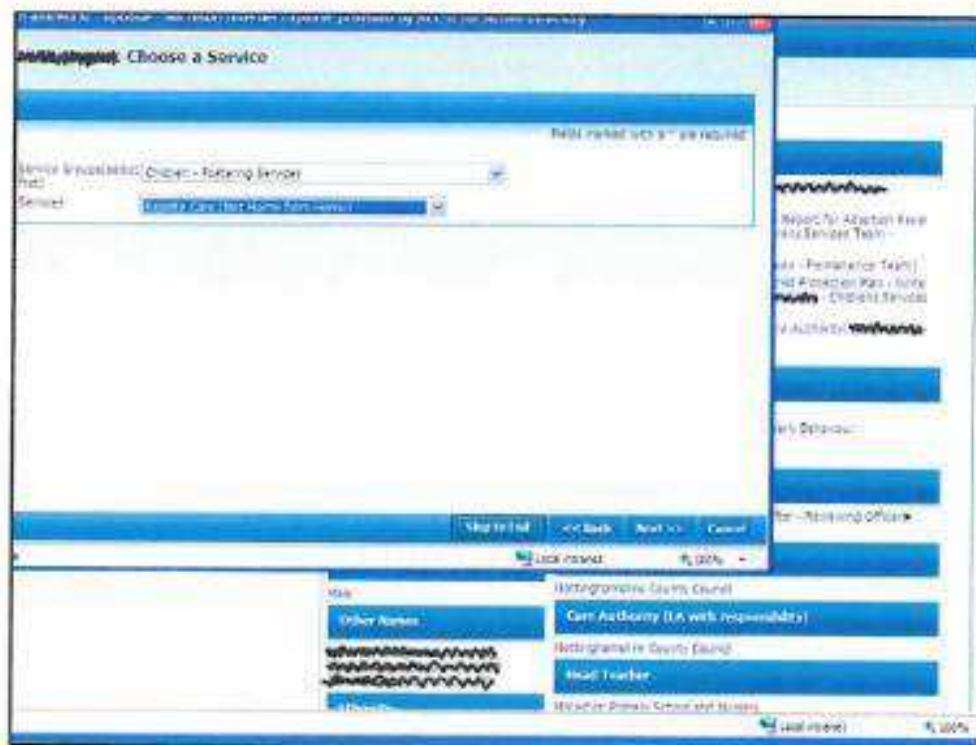


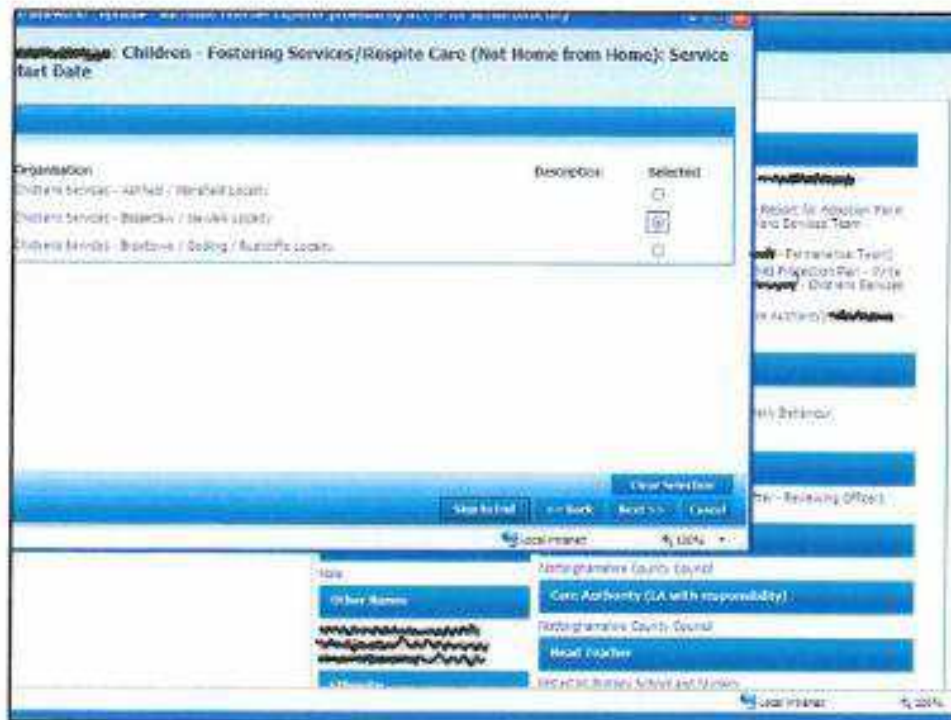
Appendix B: AUTHORISING SERVICES

Authorise Services Procedure – Support Care

- Find Foster Carer and check Level for payment.
- Find Child and check age, also check Episodes to make sure Authorise Service hasn't already been done.
- Click on People → New Episode → Authorise Services → Next → New
- Service Group – Children Fostering Services
- Services – Respite Care (Not Home from Home)
- Next



- Start Date – from
- End Date – to
- Next
- Pick where the Child is from
- Next



- Enter description of what you are paying (as below)
- Highlight to description and copy
- Next



- If status says 'Ready' click 'Finish'
- Next

Children - Fostering Services/Respite Care (Not Home from Home): Summary of the service

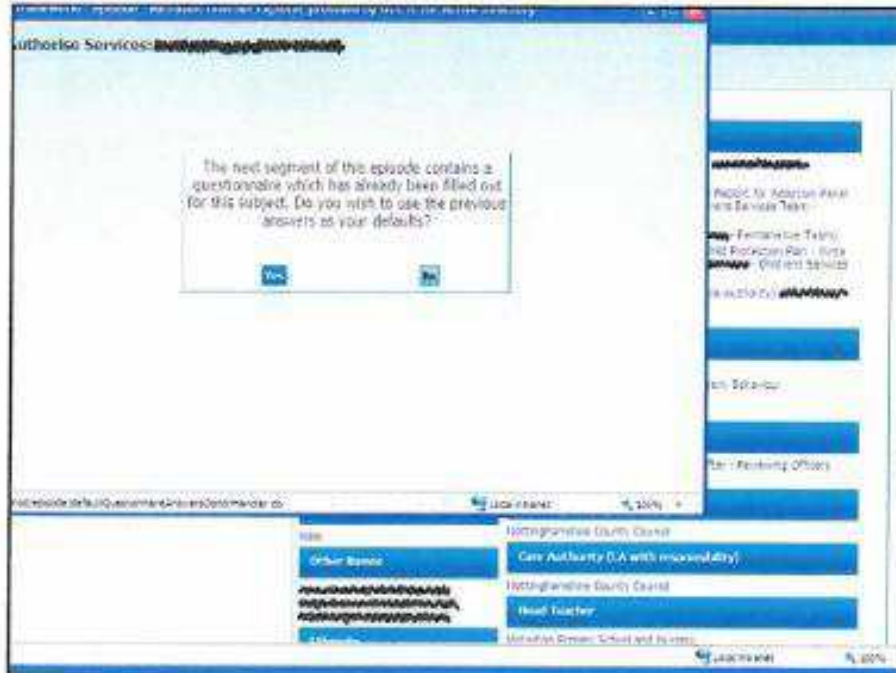
Service: 21-24 - Fostering Services/Respite Care (Not Home from Home)
 Service start date: 30/04/2012
 Service end date: 30/04/2012
 Frequency: 2x/1x
 Quantity: 100.00 Days
 Supplier: (Fostering Services - Respite) / Health and Safety
 Approved Date: **www.nhs.uk**
 Status: Ready

Expert for Allocation Panel and Review Team
 Performance Team
 Risk Protection Plan - Home Support - Children Services
 Review
 Reviewing Officers

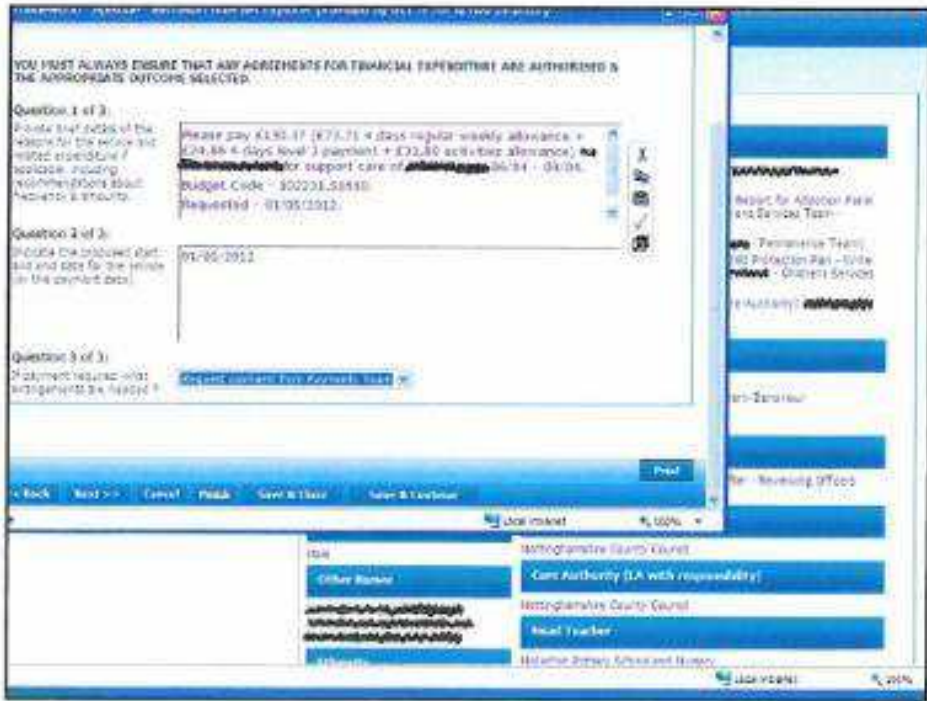
Local parent: £, 00%

Other Person
 Nottinghamshire County Council
 Care Authority (LA with responsibility)
 Nottinghamshire County Council
 Head Teacher
 Nottinghamshire Schools and Services
 Local parent: £, 00%

- Always click 'No'



- Question 1 – Paste the copied details into box
- Question 2 – Enter today's date
- Question 3 – Request payment from Payments Team
- Next



- When the task has been completed by the Manager, click 'Amend Episode'
- Click 'Next' four times
- Outcome - 'Advise Payments Section'
- Pass to Team - 'Payments'
- Click 'Finish'

Authorise Services - Outcomes 5 of 5

Fields marked with a * are required. At least one field marked with a * is required.

Outcome?

Pass to Team?

Pass to Manager?

Reason

Note

Existing outcomes

Outcome	Priority	Referred by	Reason	Status

- Put a Case Note on the Foster Carer (see slide below)
- In the title put 'Support Care, child's initials + dates'
- In the Note put 'Authorise Service' and paste the detail of the payment in
- Finish

