



CLDS: Transferring case to CHC

For individuals who are being supported by the Learning Disabilities Team, with a social care funded service, and are now being transferred to LD Continuing Healthcare, there is a process on Mosaic to be followed.

Transferring the case to CLDS Health:

As the individual has an ongoing service and a recent change in condition/ need, you will be working from a **Support plan updates/ Review** workflow step, detailing this change in circumstance.

1. For CHC, you will have completed a checklist (word document outside of Mosaic) which needs to be uploaded under the paperclip icon in the toolbar.

What Matters – Support Plan Updates/Review : Guide Test (2174921)

What Matters – Support Plan Updates/Review : Attach a document

Sections

1. Basic Details

2. Next, using the request icon in the toolbar, send a task of **CHC Assessment (CLDS Only)**, to *Duty Manager CLDS Health*, notifying the CLDS Health team:

What Matters – Support Plan Updates/Review : Guide Test (2174921)

What Matters – Support Plan Updates/Review

Sections

- 1. Basic Details
- 2. Details and reason for conversation
- 3. Short-term Action Plan
- 4. Wellbeing and eligibility
- 5. Outcomes and Support Plan
- 6. Support Plan Decision
- 7. Actions Taken

indicates completed section

New Request

Select	Request Type	Status (Date)	Assigned To
<input checked="" type="radio"/>	CHC Assessment (CLDS only)		
<input type="radio"/>	Enhanced Reablement Services – Authorisation		
<input type="radio"/>	Support Plan – Manager Decision		

Note

Pass to Worker* -- Please Select --
Duty Manager CLDS Health

This request will be sent when you next save or when next automatic save occurs.

3. Save and close this workflow (you can continue resuming your Review workflow as needed), and wait for CLDS Health to complete their actions.

4. CLDS Health managers will pick up this task, and authorise it. They will also upload their relevant CHC documents.

5. Once they have done so, you then need to resume this Support plan updates/review workflow, and send **two** actions as an outcome:

- **CHC Review (CLDS only)**- which is set for 3 months' time as a default- and pass to *CLDS Integrated Team- Health Funded*:

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What Matters – Support Plan Updates/Review


Sections

1. Basic Details
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6. Support Plan Decision
- 7. Actions Taken**


indicates completed section

Next actions

Select action: CHC Review (CLDS only) 

Scheduled Date: 30/04/2020 

Pass to worker: Find Clear Assign To Me

Pass to team: -- Please Select --
CLDS Integrated Team - Health Funded 

Note

Priority

Urgent Normal Low

- Send the relevant purchasing workflow (in relation to the service currently in place), to the Purchasing Team, and detail in the note section that the cost centre (attached to the existing service) needs to be changed to **LD Continuing Care**:

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What Matters – Support Plan Updates/Review

Sections

1. Basic Details
2. Details and reason for conversation
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6. Support Plan Decision
- 7. Actions Taken**


indicates completed section

Next actions

Select action: Purchase Services (Community Services) 

Send Immediately?

Pass to worker: Find Clear Assign To Me

Pass to team: ASC Purchasing Team 

Note

Priority

Urgent Normal Low



6. Once both of these actions have been selected, you can finish the workflow.

This case has now been transferred to CLDS Health.

CLDS Health will change the responsible funding authority on the individual's front screen to *CLDS Integrated Team - Health Funded*.