

## **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.

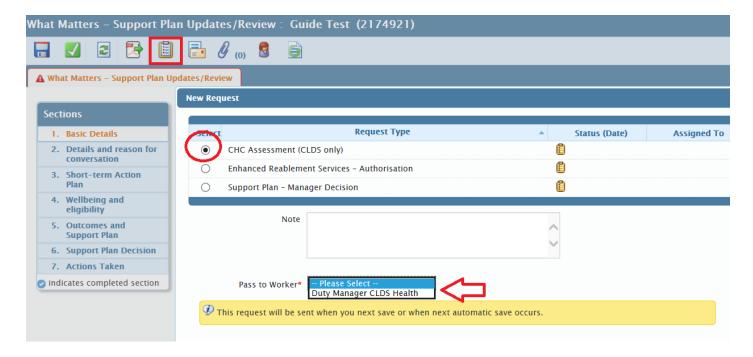
## Transferring the case to CLDS Health:

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.

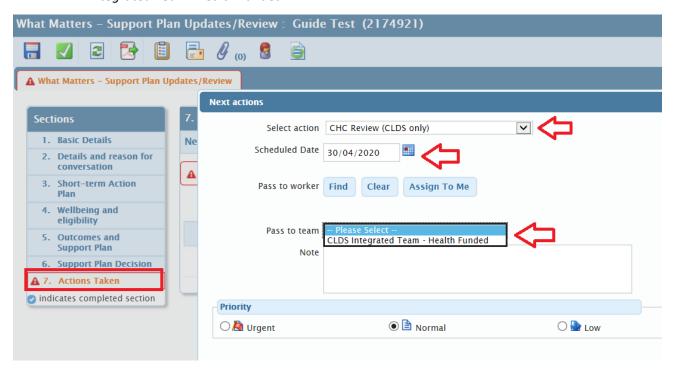


2. Next, using the request icon in the toolbar, send a task of **CHC Assessment (CLDS Only)**, to *Duty Manager CLDS Health*, notifying the CLDS Health team:

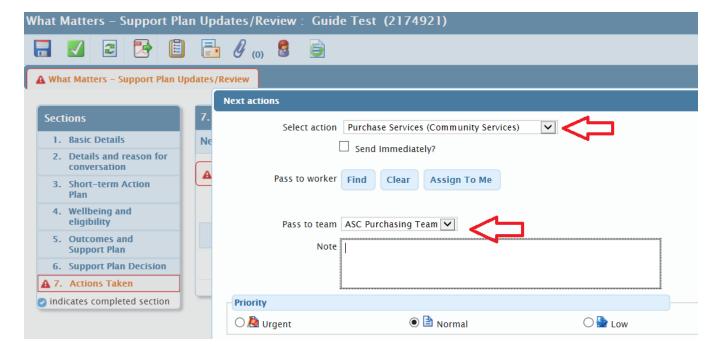




- 3. Save and close this workflow (you can continue resuming your Review workflow as needed), and wait for CLDS Health to complete their actions.
- 4. CLDS Health managers will pick up this task, and authorise it. They will also upload their relevant CHC documents.
- 5. Once they have done so, you then 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*:



• 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**:





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*.