

Hospital Discharge – Reablement Authorisation Request

If organising a reablement package that involved 30 hours or more of support, night care, double carer support or an extension past 4 weeks, you will be able to detail the enhanced reablement request in your workflow step and task this to Virtual Reablement Lead for authorisation.

If you are requesting for regular reablement, your manager will still need to authorise it.

GUIDE ENHANCED REABLEMENT:

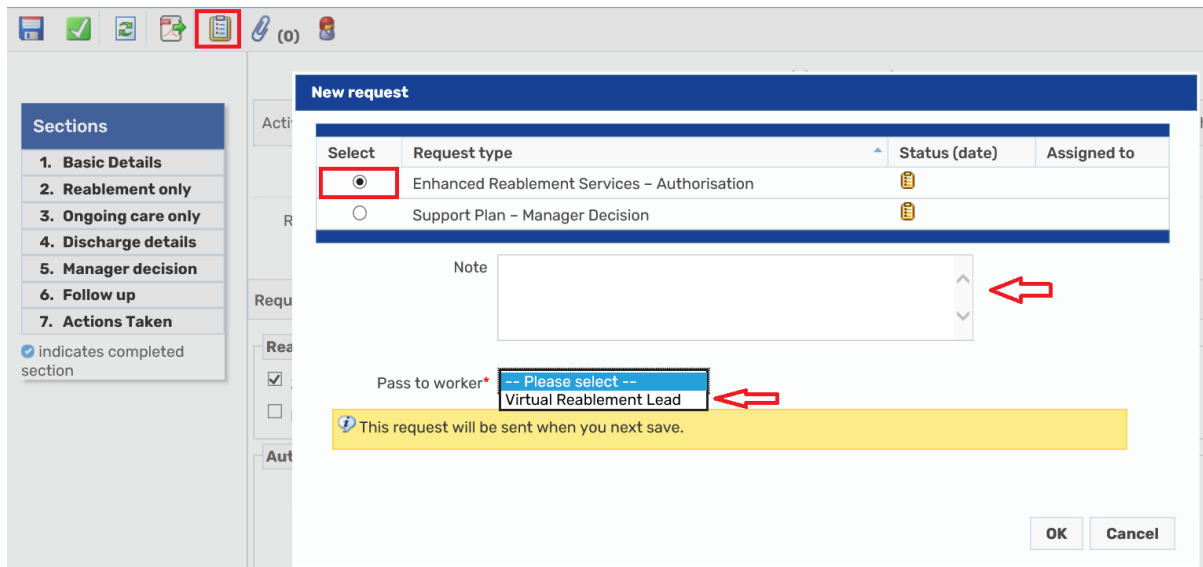
1. You can detail the enhanced reablement service request in **Reablement only** section in the **Reablement services required**.

The screenshot shows a web form titled "Reablement ONLY - Provisional care timetable". On the left is a sidebar with "Sections" including: 1. Basic Details, 2. Reablement only (highlighted with a red box), 3. Ongoing care only, 4. Discharge details, 5. Manager decision, 6. Follow up, and 7. Actions Taken. A note below the sidebar says "indicates completed section". The main form has a table header with columns: Activities, No. of carers, Frequency, Day, Hours, Time of day, Start time (if specified), and Weekly hours. Below the table is a text input for "Reablement - Total Hours" with the value "0" and an "Add" button. A section titled "Request for enhanced reablement services" contains a sub-section "Reablement services required" (highlighted with a red box) with four checkboxes: "30 hours or above", "Double carer support", "Night care", and "Extension past 4 weeks".

2. Once you select one of these options (note you can choose more than one if applicable), a text box opens for Reablement Lead to complete as part of their authorisation:

This screenshot shows a closer view of the "Request for enhanced reablement services" form. The "Reablement services required" section (highlighted with a red box) has the "30 hours or above" checkbox checked. Below it is the "Authorisation (to be completed by Reablement Lead)" section (also highlighted with a red box), which contains a "Decision" text box and an "Authoriser" checkbox.

3. Task this to Reablement Lead, by using the request icon in the toolbar:



Select 'Enhanced Reablement Services- Authorisation' and send to *Virtual Reablement Lead*.

4. You can now 'Save and Close' your workflow, and wait for Reablement Lead to pick this up.

Based on the information you have provided in your hospital workflow step and having discussed this with Reablement Lead, they can then decide whether enhanced reablement has been agreed.

If agreed, Reablement Lead will resume your workflow step and complete the decision text box, authorise, and 'complete' the task (request icon) that you've sent them.

5. Once done, you can proceed with your workflow step.

GUIDE REGULAR REABLEMENT:

1. If you are requesting for reablement that is not enhanced, you will also need to complete **Reablement only** and send it to your manager for authorisation.

Sections

1. Basic Details
- 2. Reablement only**
3. Ongoing care only
4. Discharge details
5. Manager decision
6. Follow up
7. Actions Taken

indicates completed section

- Do not keep this workflow step open for the duration of the reablement; once the follow up is recorded, please progress accordingly to the next workflow step
- For new clients, progress to Conversation 2, and use it to record reablement updates
- For existing clients, pick up the pending Support Plan Review, and use the 'Short-term Action Plan' section to record reablement updates
- NB. Details recorded in this form will prepopulate into the next step and can be updated accordingly

Reablement Goals and Plan

Goal	Action	By whom	When
<input type="button" value="Add"/>			

Reablement ONLY - Provisional care timetable

Activities	No. of carers	Frequency	Day	Hours	Time of day	Start time (if specified)	Weekly hours
<input type="button" value="Add"/>							

Reablement - Total Hours

2. Once you have completed the **Reablement Goals and Plan** and **Reablement ONLY - Provisional care timetable**, you will need to send it for authorisation by using the request icon in the toolbar:

The screenshot shows a 'New request' dialog box within a software application. The dialog has a table with the following data:

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	Enhanced Reablement Services - Authorisation		
<input checked="" type="radio"/>	Support Plan - Manager Decision		

Below the table is a 'Note' field with a red arrow pointing to it. Underneath is a 'Pass to worker*' section with a 'Find' button, also indicated by a red arrow. A yellow banner at the bottom of the dialog contains the text: 'This request will be sent when you next save.' At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

3. Select 'Support Plan – Manager Decision', put a note and send to your manager through 'Pass to worker' and click 'Find'. Search for your manager and then click Ok.
4. You can now 'Save and Close' your workflow and wait for your manager to authorise the workflow.

Your manager will resume your workflow step and complete **Manager decision** section, authorise and 'complete' the task (request icon) that you have sent them.

5. Once authorised, you can proceed with your workflow step.