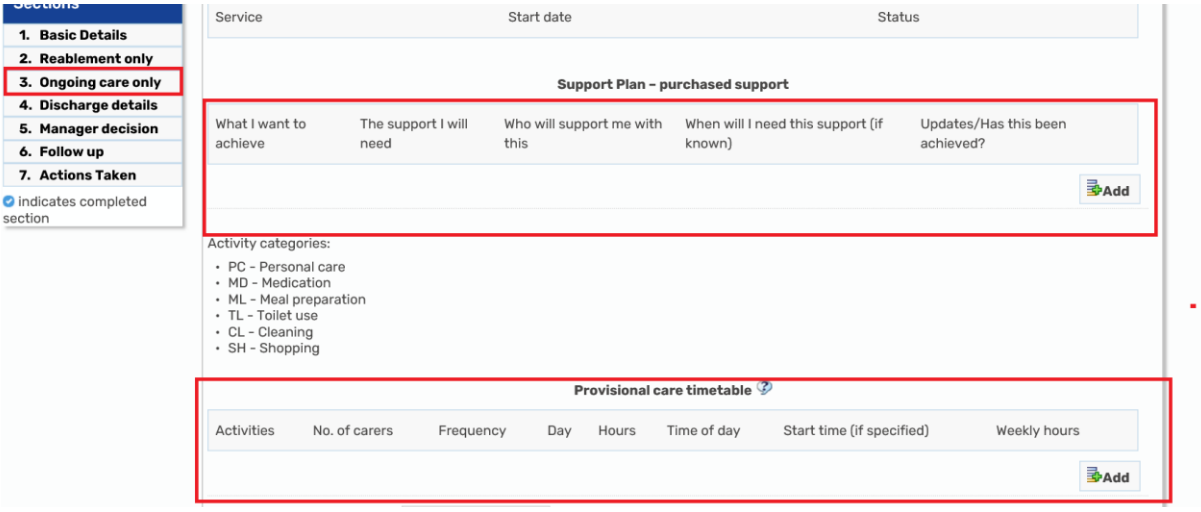
Hospital Discharge – Ongoing Authorisation Request

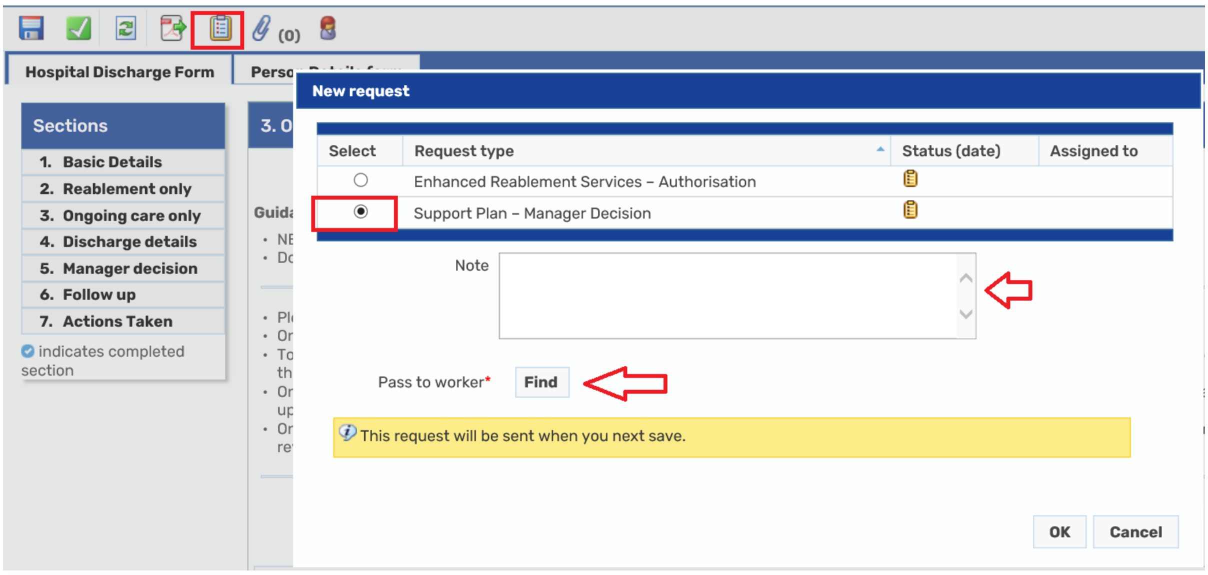
If organising or making changes to ongoing care, you will be able to detail the changes in your workflow step section **Ongoing care only** and task this to your manager for authorisation.

GUIDE:

1. You can detail the ongoing service in **ongoing care only.**



2. Once you have completed the **Support Plan – purchased support** and **Provisional care timetable,** you will need to send it for authorisation by using the request icon in the toolbar:



Select *‘Support Plan – Manager Decision’*, put a note and send to the manager through ‘Pass to worker’ and click ‘Find’. Search for your manager and then click Ok.

3. You can now ‘Save and Close’ your workflow and wait for your manager to authorise it.

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

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