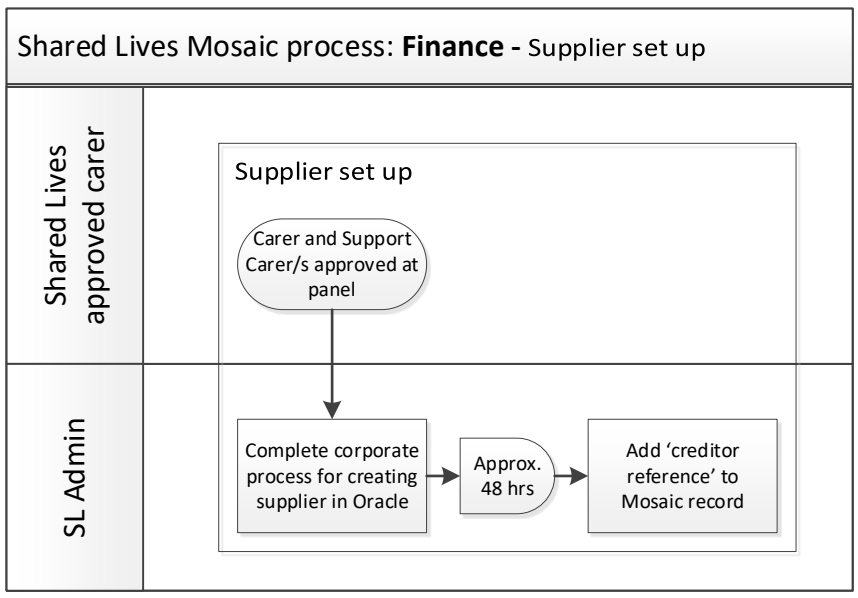
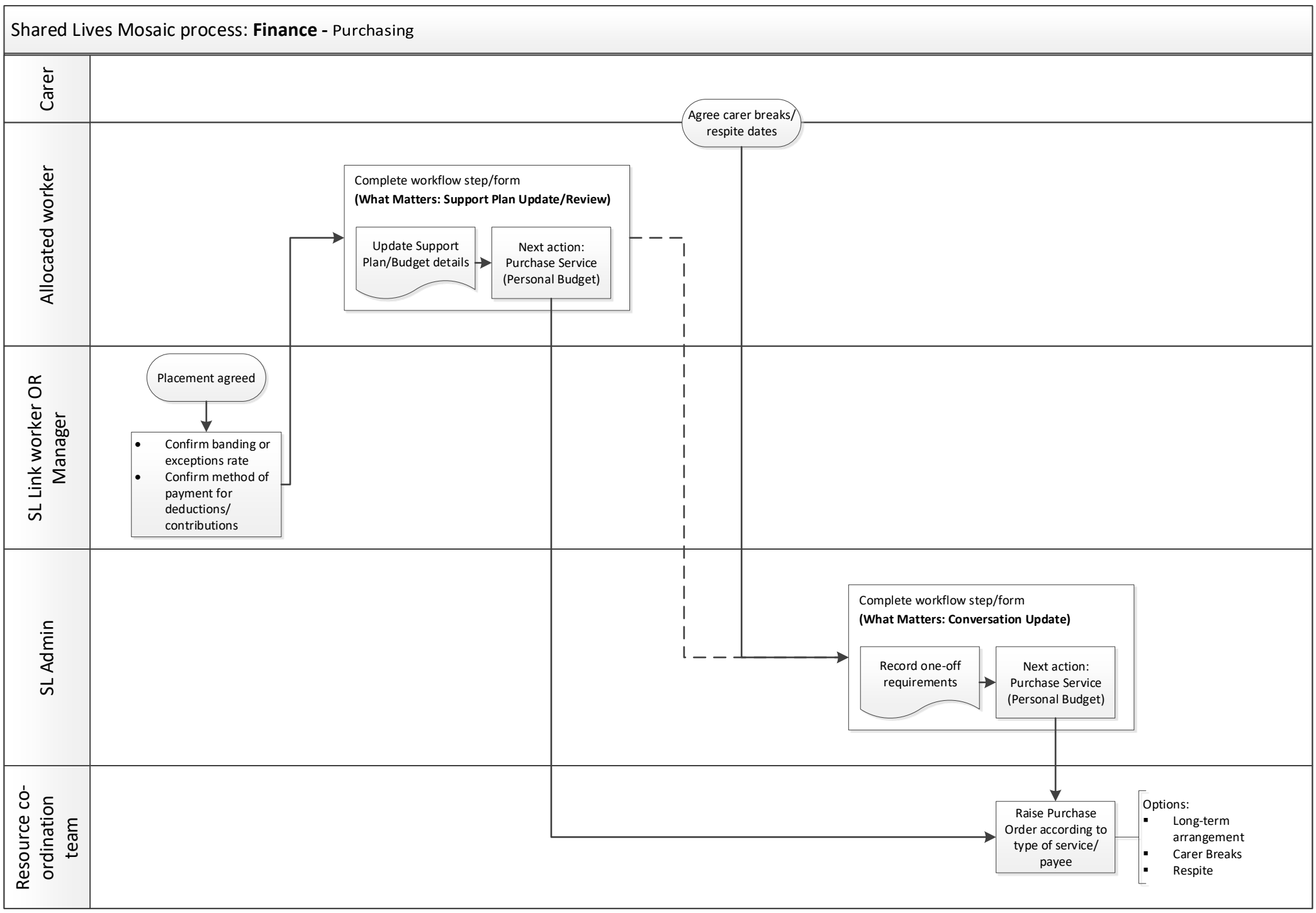
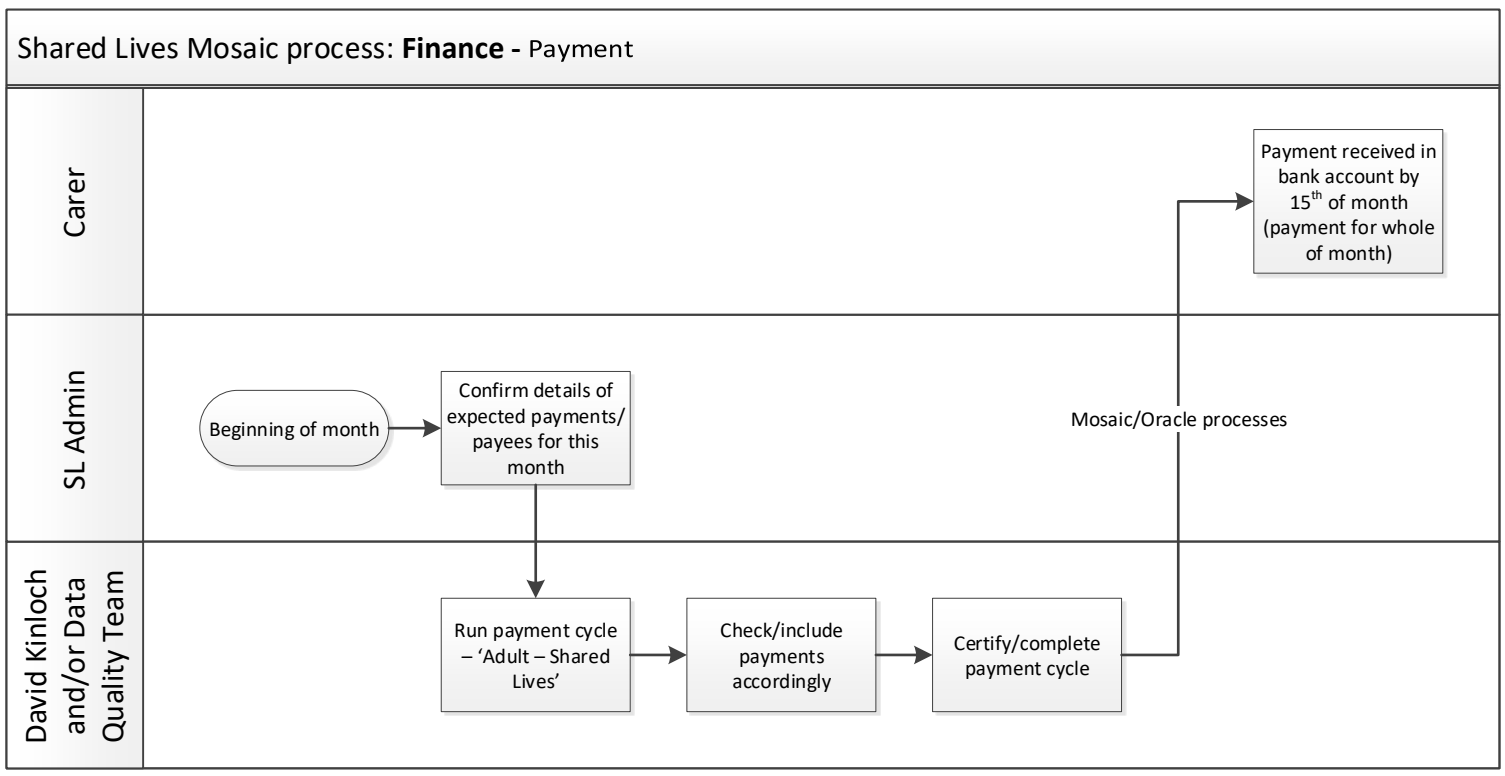

Shared Lives Mosaic process: Finance - Supplier set up
Shared Lives approved carer
SL Admin
Supplier set up
Carer and Support Carer/s approved at panel
Complete corporate process for creating supplier in Oracle
Approx. 48 hrs
Add 'creditor reference' to Mosaic record


Shared Lives Mosaic process: Finance - Purchasing
Carer
Allocated worker
SL Link worker OR Manager
SL Admin
Resource co-ordination team
Agree carer breaks/ respite dates
Complete workflow step/form
(What Matters: Support Plan Update/Review)
Update Support Plan/Budget details
Next action: Purchase Service (Personal Budget)
Placement agreed
Confirm banding or exceptions rate
Confirm method of payment for deductions/ contributions
Complete workflow step/form
(What Matters: Conversation Update)
Record one-off requirements
Next action: Purchase Service (Personal Budget)
Raise Purchase Order according to type of service/ payee
Options:
Long-term arrangement
Carer Breaks
Respite


Shared Lives Mosaic process: Finance - Payment
Carer
SL Admin
David Kinloch and/or Data Quality Team
Payment received in bank account by 15th of month (payment for whole of month)
Beginning of month
Confirm details of expected payments/ payees for this month
Mosaic/Oracle processes
Run payment cycle – 'Adult – Shared Lives'
Check/include payments accordingly
Certify/complete payment cycle