

Adults Quick Guide

Joint Working - LPFT to LCC

This guide covers three scenarios in which **Lincolnshire Partnership Foundation Trust (LPFT) Mental Health Social Care are the leading (Key) Team** and intervention from Lincolnshire County Council (LCC) is required.

- Scenario 1 – LPFT requesting joint involvement from LCC SW/CCOs
- Scenario 2 – LPFT requesting involvement from LCC OT
- Scenario 3 – LPFT transferring cases to LCC SW/CCOs

The need for LCC to be involved could be identified at any point during case management activity.

For joint worked and joint funded cases, the lead team (based on the person's primary care needs) should be recorded as an **Organisational relationship** of **Key Team (Adult Care)** and the other team should be recorded as **Key Team (Adult Care) Joint Working**. Refer to the **Organisational Relationships** user guide for further details.

Scenario 1 – LPFT requesting joint involvement from LCC SW/CCOs

- The LPFT practitioner has started their work e.g. assessment or review.
- The LPFT practitioner will assign a **send immediately** next action of **Adult Referral for Joint Involvement** to the relevant **LCC Adult Care team** for screening and allocation to an appropriate worker.

A note should also be added stating where the person lives and a brief summary of the type of assistance required.

- The LCC manager/practitioner will make direct contact with the LPFT practitioner to assess the urgency

If urgent

- The LCC manager/practitioner opens an **Organisational relationship of Involved Worker** for LCC practitioner
- The LPFT practitioner will need to use the clipboard request **Adult Additional assessor input required** to invite the LCC practitioner into the step to add information. This can be repeated in other workflow steps as required.
- The LCC practitioner will resume the step and update the form with additional details ensuring not to delete any information recorded by the LPFT practitioner and clearly identifying the text added by including name and date of the entry

Please note: The LPFT practitioner will be responsible for finishing each step once the LCC practitioner has completed the **Adult Additional assessor input required** request. The only exception to this is **Adult My Assessment**, as this step is always finished by the authorising manager following receipt and completion of the **Adult Please review information and authorise** request.

When services provided are to be joint funded the **Adult Please review information and authorise** request should be sent to both (LPFT and LCC) managers.

If not urgent

- The **Adult Referral for Joint Involvement** step should remain in LCC's team folder until the case can be allocated.
- LPFT practitioner will complete the necessary workflow and assign the **Adult My Review'** to LCC team.
- Upon allocation the LCC practitioner will start the review and complete the necessary workflow

Purchasing Services

Within Section 1 of the **Adult Purchase Service Request** the LPFT practitioner's (key worker's) team must be selected as the Purchasing Team.

If services are joint funded, cost codes for both teams must be recorded with details of the funding split to show which service is being paid for by which budget or the percentage of cost each budget is responsible for.

Scheduling a Joint Review

From the **Adult My Assessment / Adult My Review** add an additional next action of **Adult Joint Review Tracking**.

This action should be assigned to LCC practitioner, or their team as appropriate, while the review will need to be assigned to LPFT practitioner, or their team.

Adult Joint Review Tracking allows the LCC practitioner (or their team) to see the scheduled date of review within their future work. It acts as a reminder for the LPFT practitioner (or their team) that a joint review is required and will prompt both teams to carry out a joint review when it becomes due.

Scenario 2 – LPFT requesting involvement from LCC OT

LCC Occupational Therapists use different workflow steps and will not therefore be able to joint work cases with LPFT practitioners.

If the need to refer to LCC OT is identified by LPFT the following process applies -

New Cases – Not already open to OT

- The LPFT practitioner has started their work e.g. assessment or review.
- The LPFT practitioner will select a **send immediately** next action of **Adult Internal Contact (assign to self)** and assign to self for completion using the **Assign to Me** button.
- LPFT practitioner completes the **Adult Internal Contact** and assigns a next action of **Adult OT Conversation Record** to the **Adult OT Duty** team for screening by the OT duty worker.

A note should also be added when adding this action stating where the person lives and a brief summary of the type of assistance required.

- The LCC OT manager/duty worker will make direct contact with the LPFT practitioner to assess the urgency

- The LCC OT manager opens an **Organisational relationship of Occupational Therapist / Occupational Therapist CCO** as appropriate for the OT
- The OT will progress the case using a separate OT workflow as required
- The LPFT practitioner will continue with the separate Adult Care workflow

Open Cases – Already open to OT

- The LPFT practitioner should complete an **Adult Contact (Additional Information)** from the Start > New ... sidebar menu.

The next action **Adult Additional Information Received** should be assigned to the **Adult OT Duty** team.

A note could be added identifying the allocated OT.

Scenario 3 – LPFT transferring cases to LCC SW/CCOs

If a LPFT practitioner identifies the need to transfer a case to LCC Adult Care, the following process applies –

- The LPFT practitioner has started their work e.g. assessment or review.
- The LPFT practitioner will select a **send immediately** next action of **Adult Internal Contact (assign to self)** and assign to self for completion using the **Assign to Me** button.
- LPFT practitioner completes the **Adult Internal Contact** and assigns a next action of **Adult Conversation Record** to the relevant **LCC Adult Care team** for screening and allocation to an appropriate worker.

A note should also be added when adding this action stating where the person lives and a brief summary of the type of assistance required.

- LCC manager screens and allocates the case to an appropriate worker