

## Adults Quick Guide

---

### Joint Working - LCC to LPFT

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

- [Scenario 1 – LCC SW/CCOs requesting joint involvement from LPFT](#)
- [Scenario 2 – LCC OT referring to LPFT](#)
- [Scenario 3 – LCC SW/CCOs transferring cases to LPFT](#)

The need for LPFT 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**. Please refer to the **Organisational Relationships** user guide for further details.

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

---

- LCC practitioner has started their work e.g. assessment or review.
- LCC practitioner will assign a **send immediately** next action of **Adult Referral for Joint Involvement** to the relevant **LPFT (North or South) 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.

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

### **If urgent**

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

**Please note:** The LCC practitioner will be responsible for finishing each step once the LPFT 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 (LCC and LPFT) managers.

### **If not urgent**

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

## **Purchasing Services**

Within Section 1 of the **Adult Purchase Service Request** the LCC 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 LPFT practitioner, or their team as appropriate, while the review will need to be assigned to LCC practitioner, or their team.

**Adult Joint Review Tracking** allows the LPFT practitioner (or their team) to see the scheduled date of review within their future work. It acts as a reminder for the LCC 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 – LCC OT referring to LPFT**

---

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

If there is existing involvement from an LCC Adult Care team, the expectation would be that the SW/CCO would make the referral for Joint Involvement from LPFT.

If the need to refer to LPFT is identified by an OT and there is no existing involvement from an LCC Adult Care team, the following process applies –

- OT identifies the need for LPFT involvement during their work e.g. assessment or plan

- OT assigns next action of an **Adult Referral to LPFT Mental Health Social Care (assign to self)** to self for completion using the **Assign To Me** button
- OT selects next action of **Adult LPFT Social Care Initial Conversation** and assigns it to **Adult LPFT Mental Health Social Care Referrals** using the Pass to worker dropdown menu.

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

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

### **Scenario 3 – LCC SW/CCOs transferring cases to LPFT**

---

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

- The LCC practitioner has started their work e.g. assessment or review
- LCC practitioner selects next action of an **Adult Referral to LPFT Mental Health Social Care (assign to self)** and assigns to self for completion using the **Assign To Me** button
- LCC practitioner selects next action of **Adult LPFT Social Care Initial Conversation** and assigns it to **Adult LPFT Mental Health Social Care Referrals** using the Pass to worker dropdown menu.

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

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