Extending Temporary Admissions (Short Term Care)

Extensions to temporary admissions of residential or nursing care should be processed using the **Adult Extension to Temporary Admissions Request** step.

This is only available as a next action from the **Adult Extension to Temporary Admissions Monitoring** step.

The next action **Adult Extension to Temporary Admissions Monitoring** can be 'sent immediately' from the **Adult My Assessment** or **Adult My Review** if you need to extend the temporary admission while awaiting agreement for permanent residency (long term residential or nursing care).

It can also be selected as a next action from the **Adult Purchase Service Request** if arranging a temporary admission which you believe is likely to extend.

> If a person is placed in a temporary admission by a hospital practitioner the next action **Adult Extension to Temporary Admission Monitoring** must be selected from the **Adult Purchase Service Request** and assigned to the relevant Area Key Team.

The **Adult Extension to Temporary Admission Monitoring** should remain open throughout a person's temporary admission episode to allow extensions to be processed as necessary.

> Extensions to temporary admission placements are usually made in 2 week episodes and should not exceed 8 weeks unless agreed by a County Manager.

Adult Extension to Temporary Admission Monitoring

To start/resume the **Adult Extension to Temporary Admission Monitoring** step, from within the person's record:

- Click the **Incoming work** icon / **Incomplete work** icon within **Current work** on the **Person summary** screen
- Click **Start work / Resume work** from the menu

The **Adult Extension to Temporary Admission Monitoring** will open in a separate window

> If a hospital practitioner is extending a temporary admission to discharge the person they should 'start' or 'resume' the **Adult Extension to Temporary Admission Monitoring** step already on the record.
>
> A duplicate **Adult Extension to Temporary Admission Monitoring** step should not be added.

You must complete all four sections of the form.

Section 1 will prepopulate with the person's details and section 3 will prepopulate with your details.

Information will prepopulate into the fields marked with the **blue cog**. If some information is missing or incorrect, it can be added or edited by:

- clicking the **Show subject summary** icon to minimise the workflow step window
- editing the information on the **Person summary** screen (guides on updating the person's details can be found on the **Mosaic Hub**)
- maximising the workflow step window and clicking the **Refresh current form** icon to update the information in these fields

Section 2. Monitoring of Temporary Admission

This section should be used to record detail of why each extension is needed.

Click the **Add** button and fill in the necessary details for each extension – for best practice each extension should have at least one row added to the monitoring table.

Each discussion around an extension i.e. with manager, home, family etc should be added as a new row to the table.

Within the popup window that opens, click the **Add** button to add one entry and then add another, or click the **Add and close** button if only recording one entry or when all entries have been recorded. The **Close** button will close the popup without adding an entry.

When entries have been recorded the following icons are displayed:

Edit – to edit/amend an entry

Delete – to delete/remove an entry

Move this row up – to rearrange the order of the entries added (only displays if more than one entry is recorded)

Section 4. Next actions

This section is used to add the next action **Adult Extension to Temporary Admission Request.**

This action must be added, assigned to self, using the **Assign to Me** button and **'sent immediately'** for every period of extension needed.

The status of the next action should change to **'sent'** once you click the **Save** icon

Do not **'finish'** the step until the temporary admission has ended and no further extensions are required, instead exit the step using the **Close** icon

If a hospital / duty practitioner starts the **Adult Extension to Temporary Admission Monitoring** step, it must be re-assigned to the Key Worker or Manager of the relevant Area Team:

- Click the **Incomplete work** icon within **Current work** on the **Person summary** screen
- Click **Update assignment**
- Find the Key Worker / Manager of the relevant Area Team
- Add a relevant note e.g. end date of current temporary admission period
- Click the **OK** button to assign the work

The next action of **Adult Extension to Temporary Admission Monitoring Complete (NFA)** can be added if the monitoring step has been started and no extensions are required or when the current episode has ended.

The **Finish** icon is only to be used once the form is complete, and no further input is required.

Adult Extension to Temporary Admission Request

To start the **Adult Extension to Temporary Admission Request** step, from within the person's record:

- Click the **Incoming work** icon within **Current work** on the **Person summary** screen
- Click **Start work** from the menu

The **Adult Extension to Temporary Admission Request** will open in a separate window

You must complete all four sections of the form

Section 3 prepopulates with your details and can also be used to cancel this step where the extension is no longer needed

All mandatory fields are marked with a * and must be completed before you can 'finish' this step.

Where necessary, click the **Show guidance** icon for more information on that question.

Section 1. Request for Temporary Residency

A lot of the information in this section will pull through from either the latest **Adult Request to Approve Temporary Residency** optional form (completed within the assessment or review when placing the person) or the latest **Adult Extension to Temporary Admission Request** step if you are extending a placement further.

The information in this section should be reviewed and updated where necessary based on the person's current situation

You must complete all fields where the information does not pull through from the previously completed form(s).

Section 2. Temporary Admission Request Details

This is the important section, where details of the extension are recorded.

You must complete this section in full.

The **'Number of nights'** will prepopulate once you have recorded the **'Start date of service'** and **'End date of service'**.

The dates should relate to the extension period. The start date of the extension period **must** be the same as the end date of the temporary admission being extended.

Use the **Find** button to search for the name of the home where the temporary admission is taking place. You should search for the home name, not the name of the business/organisation that runs the home.

The **'Contracted bed cost (£) per week'** will default in based on the **'Service band'** selected.

The top up information will pull through from either the latest **Adult Request to Approve Temporary Residency** optional form (completed within the assessment or review when placing the person) or the latest **Adult Extension to Temporary Admission Request** step if you are extending a placement further. This information can be updated if needed.

Section 4. Next actions

- Click the **Add** button to select an action

Next Action	When to use and who to assign to	Who to assign to
Adult Extension to Temporary Admission Admin	Used when the extension to the temporary admission is required	**Residential/Nursing Care - Inbox** using the Pass to worker dropdown menu
Adult Extension No Longer Required (NFA)	Used when the extension is no longer required.	This is a terminating, no further action (NFA) action and does not need assigning to anyone
Adult Financial Assessment Referral (assign to self)	Used if a financial assessment referral for the temporary admission is required. You can tick **'Send Immediately?**' when adding this action.	Self, using the **Assign to Me** button

There is a mandatory request **Adult Please Review information and authorise** which you must send to your manager to authorise the extension.

It is important to note this request will need to be sent even if you are recording the next action **Adult Extension No Longer Required (NFA)** as the extension is no longer required – use the notes box to make this clear to your manager.

- Click the **Requests** icon
- Select the **Adult Please Review information and authorise** radio button
- Add a **Note** in the text box if required
- Pass to Worker = Use the **Find** button to search for your manager

The request will be sent when you next click the **Save** icon

- Click the **OK** button to return to the main workflow step
- Exit the step using the **Close** icon

As you have sent the mandatory authorisation request to your manager (the budget holder), they will click 'finish' the step once the request has been completed and optional notifications sent, where needed.

The step must be 'finished' to send the next workflow step (Adult Extension to Temporary Admission Admin) to Serco.

Before finishing the step, for cases where the extension is agreed, the following optional notifications should be sent:

- **Adult Notification of approved Temporary Residency request** – sent to Business Support (the relevant Adult Admin Team) using the Pass to Team dropdown menu
- **LD and Intake only: Adult Care Finance informed by manager** – sent to Adult Care Finance using the Pass to Team dropdown menu

The **Finish** icon is to be used once the form is complete, the request has been completed and where needed, relevant notifications sent.