

## Adults Quick Guide

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### Interim and Block Beds

An interim bed is required when the homecare service a person needs is unavailable.

Interim beds can be a spot purchase (arranged and purchased when needed) or a block bed (pre-purchased by LCC).

Block beds are beds in a care home that we (LCC) pay for in advance regardless of whether anyone is using them.

Block beds should also be used for normal temporary admissions (STC) and respite when available.

The benefit to the authority is that they are cheaper than a spot purchase bed and we only pay for enough to meet our average requirements, so they are fully utilised. You should always use a block bed when available.

#### Interim Block Beds

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Interim block beds are not recorded as a service on the person's record.

Brokerage will advise you if an interim bed is required and a block bed is available. They will send you an external **interim bed** form.

This form will need completing and then sending to the County Manager for authorisation.

The authorised form should then be sent to Brokerage via e-mail.

This form should also be uploaded to the person's record. See the **Uploading Documents** user guide for further guidance if required.

Brokerage will confirm the details of the block bed to you and you can then arrange the transfer.

Brokerage will record the activity in the person's case notes. No further recording in Mosaic is required.

Area practitioners requesting an interim bed should keep an open 'Worker relationship' until the homecare identified in the person's Care and Support Plan has been provided.

## Spot Interim Beds

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Brokerage will advise you if an interim bed is required, and if there are no block beds available, you will need to arrange a spot interim bed with a local care home.

Brokerage will send you an external **interim bed** form.

This form will need completing and then sending to your Lead Practitioner (LP) for authorisation.

Your LP will authorise the form and send it to the Hospital Lead (HL) / Locality Lead (LL) for authorisation.

The HL / LL will return the authorised form to you and cc the Brokerage Team manager.

Once you have arranged the spot interim bed (and the person is discharged from hospital/admitted to the interim bed) the authorised form should then be sent to Brokerage via e-mail.

This form will be uploaded to the person's record by Brokerage.

Brokerage will complete a workflow step called **Adult Interim Bed Request**.

The finance team will then record the service in the finance systems and in Mosaic.

Area practitioners requesting an interim bed should keep an open 'Worker relationship' until the homecare identified in the person's Care and Support Plan has been provided.

## Extensions to / Ending of spot interim bed placements

Seven days before the end of the interim bed placement Brokerage will contact you to request an update i.e. to find out if the interim bed placement requires extending or if the person is to leave the interim bed.

**Ending** - Where an interim bed placement is ending you will need to provide Brokerage with a discharge date. Brokerage will amend the **Adult Interim Bed Request** if it is before the scheduled end date of the placement.

**Extending** - Where an interim bed needs extending, due to there still being no homecare available, you will need to complete a new **interim bed** form and follow the process above to get it authorised and then send it to Brokerage. Brokerage will upload the authorised form and complete another **Adult Interim Bed Request**. This will be processed as described above and the service recorded in Mosaic.

## Interim Beds – Block and Spot

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### Is there a charge to the person?

As the service is being provided due to us (LCC) not being able to source the actual care (service) required, we do not charge the person.

### What happens to my original My Care Package for homecare?

This stays with Brokerage until a provider becomes available.

A My Care Package is not required for interim beds, regardless of whether you use a block bed or commission the bed yourself (spot purchase).

### What happens when Brokerage inform me the homecare can start?

#### For spot interim beds:

Brokerage will arrange for the service to be ended in the finance systems and in Mosaic.

#### For block interim beds:

No further action is required as the block bed has not been recorded as a service in Mosaic.

## Block Beds for Temporary Admissions or Respite

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When arranging a temporary admission or respite, block beds should be considered before purchasing a spot bed. You need to ring Brokerage to check availability.

If Brokerage has a block bed available, they will send you a **SOF - Financial Assessment Form** which you must complete and e-mail to [CustomerFinanceFABTeam@lincolnshire.gov.uk](mailto:CustomerFinanceFABTeam@lincolnshire.gov.uk).

There is no need to complete the **Interim Bed Authorisation Form** as this is only needed for interim beds.

You must cost for the temporary admission or respite using the '**Miscellaneous**' section of the **My Care Package** form.

Brokerage will email a financial assessment referral form to you, which will need completing, emailing to the Financial Assessments Team and uploading to the person's record. See the **Uploading Documents** user guide for further guidance.

### Is there a charge to the person?

There is a charge for normal temporary admissions and respite. As described above, Brokerage will provide you with the form to send to the Financial Assessments Team.

Unlike beds you arrange directly with a provider (spot beds or spot purchasing), the person's contribution is billed rather than being collected by the home. This is because we pay for all the beds up front on one Purchase Order, so we cannot deduct the person's contributions from the payment.

Remember - for interim beds there is no charge, because it is not the person's choice to go into a care home, we are using the service because we cannot provide the necessary homecare.