

Financial assessment and service procedure **(Permanent Care Home placement)**

When a client has been admitted to a permanent Care Home placement, and we have funding approval, a placement confirmation and the online form and supporting documents, we can then go and process the funding service and the financial assessment.

You should process the service/provision/cost and authorise, before the financial assessment.

It's good to look at the Conversation Support Plan first to check if the client was discharged to the Care Home from Hospital or the Community. If from hospital this should be noted on the SP.

Is the above Financial Contact aware of their financial responsibilities?	Yes
Has the person been in hospital and if so from what date?	
05/04/26	
Type of Funding	Local Authority Funding

Processing service (LA funded)

The service is processed from the date of admission or the start date of funding, as advised on the Placement Confirmation.

- Go to 'Assessment Framework' and go to client's 'service tab'



- Create a new record
- Create the Service as below:

Description - Select the appropriate Care Item description

Required Units - 7

Purch Wkr and Purch Org – Social Worker name and Team

Planned Start - Admission or start date of funding from placement confirmation

Actual Start - Admission or start date of funding from placement confirmation

Reason - New start - Hospital discharge or New start - Not hospital discharge

Status - Active

Save

- **Further Details**

- Create Provision tab as below:

Provider – Select Care Home name

Actual Start - Admission or start date of funding from placement confirmation

Payment Type - Net

Term - Long

Save

The screenshot shows the 'Provision' tab with the following fields filled: Provider (Liberton Brae Care Home), Contract (empty), Planned Start (empty), Actual Start (15-JUL-2026), End Reason (empty), Notes (empty), Client Informed (unchecked), Payment Type (Net), Term (Long), Linked Assess (empty), Address (81 Liberton Brae, Ed), Planned End (empty), Actual End (empty), Statute (empty), Joint (empty), and Send to Service (unchecked). Buttons for Print, Further Details, < Back, Next >, and Save are at the bottom.

- **Further Details** and click on **Costs** tab

- Create Cost tab as below (if standard rate eg Res or Nurs):

Desc – Service Costs

Start - Admission or start date of funding from placement confirmation

Level – Select the appropriate Res or Nurs rate (from approval)

Units - 1

Freq – Weekly(nights)

Cost Centre – the appropriate one ending with 'Residential Purchasing'

Save

The screenshot shows the 'Costs' tab with the following fields filled: Desc (Service Costs), Start (15-JUL-2026), End (empty), Contract (empty), Level (Nursing Single Non-NCHC), Cost Unit (Weekly(night)), Units (1.00), Cost/Unit (994.86), Alt Cost (empty), Reason (empty), Freq (Weekly(nights)), Std Wk Cost (994.86), Send for Auth (unchecked), Div. Service (AOP), Adults Older People (checked), OP Residential Purchasing (checked), Residential & Nursing (checked), % On Code (empty), Amt On Code (empty), Subjective (014201), and Notes (empty). Buttons for Print, Further Details, < Back, Next >, and Save are at the bottom.

- Create Cost tab as below (if non-standard rate):

Desc – Service Costs

Start - Admission or start date of funding from placement confirmation

Units – 1

Alt Cost – enter the amount (from approval)

Reason – Other Rate

Freq – Weekly(nights)

Cost Centre – the appropriate one ending with 'Residential Purchasing'

Save

- Click on **More** tab and click on **Send for Authorisation** box

Please note on the **More** tab, that if the client owns or jointly owns property and this is being disregarded the reason should be noted on the **Issue Type** dropdown filter.

Processing services (12-week property disregard)

**** still to add details****

SWF service with end date
SF service from week 13

Processing initial financial assessment (eg up to 4 weeks, if required)

An initial up to 4 weeks assessment, is only required if the client is in receipt of certain DWP benefits, and if was admitted to the Care Home from home/the community or from hospital (if was in hospital for less than 4 weeks before admission to the Care Home).

If the client is in receipt of the below benefits, then these are only included in the initial assessment, if applicable.

- DWP Benefits that are only included in this assessment:
- PADP (previously Attendance Allowance)
- ADP Care/Living (previously DLA/PIP)
- SDP (Severe Disability Premium)

If the client was in hospital for more than 4 weeks before being admitted to the Care Home, then go straight to the standard assessment, which won't include the above benefits (if client is in receipt of them).

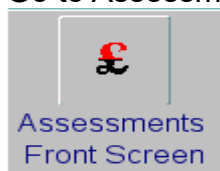
If the client was in hospital for less than 4 weeks before being admitted to the Care Home, or was admitted to the Care Home from home/the community and is in receipt of any of the above DWP benefits, then 2 financial assessments will be required (the initial up to 4 weeks assessment including the above benefits, and then the 2nd financial assessment not including the above benefits).

- If an initial up to 4 weeks assessment is being processed, this would be from the date of admission to Care Home with the appropriate end date, and then the standard assessment would be processed from the date after that end date.

Processing financial assessment (standard eg not initial 4 weeks)

Check the Conversation SP/Placement Confirmation to note if client was admitted to the Care Home from hospital or home/community.

- Go to Assessments screen' for client



- Create a new record as below:

Effective From - Admission or start date of funding from placement confirmation

Assessment Type – Long Term Placement

Reason – Permanent

Save

A screenshot of a software interface for creating a new assessment record. The form has a blue header with tabs: L/Pad, Assess, Provisic, Involven, Temp A, Property, Agreem, Mobile, Mob Hi. The main area contains several fields: 'Effective From / Completion Date' with a date picker set to 15-JUL-2026; 'Effective From' with a date picker set to 15-JUL-2026; 'Effective To' with an empty date picker; 'Assessment Type' with a dropdown menu set to 'Long Term Placement'; 'Reason' with a dropdown menu set to 'Permanent'; 'Assessor/Team' with a dropdown menu set to 'Hockaday, Carol Miss (8160488) - Cc Financial Asse'; 'Visiting Officer' with a dropdown menu; 'Visit Date' with a date picker and a 'Select for Mobile' button; 'Agreement' with a dropdown menu; 'Calculated Date/By' with a date picker and a dropdown menu; 'Completed Date/By' with a date picker and a dropdown menu; and 'Tracking Ref No' with a text input field. On the right side, there is a 'Disability Premium' checkbox and a 'Status' section with radio buttons for 'Actioned', 'Complete', 'Provisional', and 'Rejected'. At the bottom, there are buttons for 'Print', 'Further Details', '< Back', 'Next >', and 'Save'.

- **Further Details**

Input client's capital, Income, Benefits, Allowances as appropriate (from Online form):

Benefits tab – to record all client's DWP income (being taken in)

Eg State Pension, Pension Credit, ADP, PADP etc

- **Benefit Type** – Select the appropriate type
- **Amount** – Add the weekly amount
- **Save**

- *Add a new line for each DWP benefit type being taken into assessment
- * If there's any Pension Credit noted, don't add this yet, as once financial assessment has been done with all capital, income, the assessment will calculate what we would expect the client to be receiving.

Income tab – to be used to record all client's income (being taken in)
Eg Occupational/Private Pension, Annuities, any other income

- **Income Type** - Select the appropriate type
- **Amount** – Add the weekly amount
- **Frequency** – Weekly(nights)
- **Paid By box** – type in the provider name
- **Disregard** – this should only have a disregarded amount 50% being disregarded from Income due to spouse/partner living at home

- *Add a new line for each Income being taken into assessment

Capital tab – to be used to record all client's capital (being taken in)
Eg Bank and Building Society accounts, Investments, Shares etc

Capital Type – Select the appropriate type

Value – Add the weekly amount

Disregard – Only used for joint account

Capital With – Bank or capital provider name and last 3 or 4 digits of account no.

Allowance tab – to be used to record any additional allowance/disregards
 The Personal Expenses Allowance will already be created, but this tab is to be used for any additional outcome eg Life Insurance or any allowed allowances/disregards

Allowance Type - Select the appropriate type

Amount – select the appropriate amount

Frequency – Weekly(nights)

Once you have input the figures onto the financial assessment from the Online Form, you will need to go through the supporting documents (eg Bank statements etc), to check the amounts of the capital and all income are correct. Also check through documents to ensure there's no capital, income etc not entered onto Online form. Make any changes/additions as applicable.

Once you are happy that the amounts on the assessment are correct, the assessment can be authorised:

- On the **Summary** tab and click on the Calc button
- Click on the **More** tab and click on the **Validated** box and click on **Save** (please make sure the service type is correct on the Main Provision and Provider boxes)

- Go back to the **Summary** tab, click on **Comp** button, click on **Next**, and click on **OK**. The 'Assessed Charge' is the weekly client contribution.

Capital	Gross	Disreg	Net
Bank Account	2211.29	105.64	105.65
Total: 2211.29, 105.64, 105.65			

Allowances	Net
Personal Ex	37.65
Total: 37.65	

Income	Gross	Disreg	Net
Guarantee	127.00	0.00	127.00
Retirement	111.00	0.00	111.00
Total: 238.00, 0.00, 238.00			

Tanff: 0.00
Assessed Charge: 200.35
Full Cost: N

- Go back to the **Assessment** tab, and the assessment status should show as **Complete**.

Effective From / Completion Date: 12-AUG-2026 / 20-AUG-2026

Effective From: 12-AUG-2026, Effective To: 20-AUG-2026

Assessment Type: Long Term Placement

Reason: Permanent

Assessor/Team: Hockaday, Carol Miss (8100488) - Hscp Financial As

Visiting Officer: Selector/Mob

Agreement: 20-AUG-2026

Calculated Date/By: 20-AUG-2026

Completed Date/By: 20-AUG-2026

Tracking Ref No: 8071414 Wood - F1703

Status: Complete

Creating the Contract

Once the service and financial assessment have been processed and approved/authorised, the contract can be created.

- From the **Assessment** tab click on the financial assessment, click on **Print**, click on the appropriate Contract type and click on **Go**.
- The Contract will appear on the screen as a word document and this should be saved into the Contracts folder in the G drive (saved as 'client swift no, client surname and contract type eg '8071414 Wood – F1703'.
- Click on the appropriate drop down filters (depending on the contract type used).

Sending contract and outcome to Care Home provider and financial contact

If private Care Home:

- Email the contract to the Care Home
- Email the outcome and contract to the financial contact

If CEC Care Home:

- Email the outcome and contract to the financial contact and cc the Billing Team into the email - BankingPaymentsBilling@edinburgh.gov.uk. This ensures the Billing Team know the client contribution so that they can work on processing the invoice so send to the financial contact.

Update financial contact details (if required)

Check the financial contact details on the Online form and make sure the financial contact details on Swift is correct.

It could be that the financial contact is to be changed eg different person on the Involvement tab and address lines to be updated, or it may be we have the correct contact name but the address/contact details need amended/added.

Placement Address

Remember to update the client's address to show as the Care Home name.

From the client's Frontscreen, click **Further Details**, click on the **Adds** tab.

If not on already, add a **Placement address line**, **start date** is the date of care home admission and click on **Disp Add** box. Put an end date on previous address/es. Please do not overwrite the home address with placement address (the home address should be ended and placement address created).

The screenshot shows the 'Further Details' form for Mr. Geoffrey Jewkes. The 'Adds' tab is selected, showing a list of addresses. The 'Placement address (care)' section is active, with fields for 'Start/End' (05-JUN-2026), 'Text Add', 'Reason', and 'Notes'. The 'Disp Add' box is checked. The 'Primary Contact No.' checkbox is also visible.

Updating/completing FAST Residential Tracking case note on Swift

- Go to the FAST tracking case note and update the Note Details section eg 'Contract emailed to care provider and outcome and contract emailed to fc.'
- Change the **Outcome** dropdown to **FAST-Completed**

The screenshot shows the FAST Residential Tracking case note form. The 'Note Type' is 'FAST Residential Tracking'. The 'Due Date' is '20-AUG-2026'. The 'Head Line' is 'Permanent Care Home Request'. The 'Note Details' section contains the text: '20/8/26 CH - Contract emailed to provider and outcome and contract emailed to fc.'. The 'Outcome' dropdown is set to 'FAST - Completed'. The 'Creator' is '21-JUL-2026'. The 'Significant Event' checkbox is unchecked. The 'Copy', 'Attachments', '< Back', 'Next >', and 'Save' buttons are visible at the bottom.

If any active services for ISF or Direct Payment (DP) funding

If when processing a client's service, you notice there is an active service (no end date) for ISF or DP, please send a message to them on the Teams 'Direct Payments Escalations' group.

You want to tell them there is an active service for DP or ISF and let them know that the client's been admitted to a Care Home and let them know the date of admission.

Example of DP Service:

Description	Long Term-Direct Payments-Adults C		
Cat. of Service		▼	☐

Example of ISF Service:

Description	Long Term-Individual Service Fund-Adults Learn		
Cat. of Service		▼	☐ Career Servi