

## Reviewing a Direct Payment Checklist

All new direct payments where the Support Assessment Form has been completed are subject to the 'Reviewing the Making of a Direct Payment' procedure.

Therefore this checklist should only be used at the annual reviewing of a direct payment.

Task	Check
Arrange a date for review including all relevant parties. This should include the Authorised person in all instances, the Nominee unless the individual requiring care and support does not want them included.	
<b>Before the Review- Create the 'Making of a direct payment annual review' document in FWi</b>	
Look in documents on Frameworki at Bank statements and monitoring returns, to gather information about how the direct payment has been used and managed.	
Contact the Direct Payment Finance team and request the monitoring is updated. Request feedback to any highlighted issues with the direct payment. Please contact <a href="mailto:directpayments@derbyshire.gov.uk">directpayments@derbyshire.gov.uk</a>	
Confirm which direct payment agreement has been signed and if this is correct. All direct payment agreements prior to 2010 should be replaced with DP Agreement dated April 2015.	
If further support is required at this point due to concerns raised, contact the direct payment social work team for advice and information.	
<b>At the Review</b>	
Does the expenditure achieve eligible outcomes on the support plan? Regardless of how the client has used the budget, has this <b>achieved an eligible outcome</b> ?	
Has there been any expenditure which is not allowed with a direct payment? This may be ordinary living costs, health services etc. For clarification, please contact the direct payment social work team.	
Consider if client remains eligible for social care. If no longer eligible ensure they are given <b>4 weeks' notice and advised to contact their insurer for advice on ending any employment.</b>	
Discuss how the client, nominee or authorised person is managing the direct payment responsibilities- do they need any support? Consider signposting to Disability Derbyshire (CIL)	
<b>Issues and Possible resolutions</b>	
<b>1. Capacity</b> <b>Does the client have any impairment of mind which could affect their ability to make decisions? Does the client have capacity to request a direct payment at this time?</b> Please complete a FACE Mental Capacity Assessment if one has not been completed previously or if capacity has changed. If a person in receipt of direct payments lacks capacity to request a direct payment, alternative arrangements must be made. Please check if the direct payment agreement is relevant. Where a direct payment agreement is prior to 2010, a new April 2015 agreement will need to be signed. If you are unsure if they have the appropriate agreement in place, please contact the direct payment social work team.	
<b>2. Ability to manage</b> Has the client been managing the direct payment appropriately, submitting regular monitoring, paying tax, national insurance, any workplace pension contributions and performing their role as an employer appropriately? If there are any concerns refer to Disability Derbyshire (CIL) for support or consider how the direct payment can best be managed and if it can continue. Are they a good employer? Check that clients are aware they need contracts of employment. Are the PA's working 7 days per week? Are the PA's taking paid holidays and how is this covered? Does the client understand their role as an employer?	

<p>Signpost to Skills for care. Employers can obtain a PA toolkit from Skills for care. This is available online @ <a href="http://www.skillsforcare.org.uk">www.skillsforcare.org.uk</a> or they can telephone 0113 2451716 and ask to speak to the marketing team.</p> <p>Does the client know what to do in the event of any concerns with their PA?</p> <p>Have they got a copy of the latest Direct Payment Information Pack?</p>	
<p><b>3. Contingency Planning</b></p> <p>Is there an appropriate plan for if the personal assistant is not able to work? Clients receiving direct payments should have a robust plan in place to cover sickness and absence. Is there a plan around how the direct payment would be managed if the direct payment recipient is unable to?</p>	
<p><b>4. Exceptional Circumstances</b></p> <p>Has exceptional circumstances been approved for the client to employ close family members in the same house? Is this still relevant and appropriate? Is the support provided meeting eligible outcomes? How are they managing holiday entitlement?</p>	
<p><b>5. Budgeting</b></p> <p>Are they spending within the budget? Where you are unclear if their budget is overspent, please contact the finance team or Camille Pace to look at their expenditure.</p> <p>Clients should usually have 8 x weekly direct payments in their account at any one time.</p> <ul style="list-style-type: none"> <li>• More than this will be clawed back, unless the finance team are aware they are saving for something specific in the support plan.</li> <li>• Less than this may indicate they are spending more than the budget can afford.</li> <li>• Where clients are employing PA's, <b>they cannot divide the budget by the hourly rate to find the number of hours affordable. Clients need to budget an additional 25% for costs such as holiday pay, employers NI, insurance.</b></li> <li>• Clients should get advice regarding their budget and what it can afford.</li> </ul> <p>Disability Derbyshire (CIL) can support with budgeting.</p>	
<p><b>6. Continuing Health Care Funding</b></p> <p>Could the client be eligible for CHC? Eligible clients can now request their CHC as a <b>Health Direct Payment</b>. Complete CHC checklist if relevant. Some direct payment clients have previously refused CHC rather than lose their personal assistants. CHC funding may now may be an option.</p>	
<p><b>Completing the Review</b></p>	
<p>If all eligible outcomes have been achieved and the direct payment is well managed, record this in the review support plan episode and plan the next annual review. Ensure that management of the direct payment is recorded in the review.</p>	
<p>If there have been changes which may affect employees terms and conditions, ensure the client or authorised person is given <b>4 weeks' notice in writing to change and directed to contact their employer's liability insurance for advice</b>. Disability Derbyshire (CIL) can also support with employment matters.</p>	
<p>If a direct payment is changed or terminated for any reason, ensure a purchase order adjustment is completed so the direct payment team cease or reduce payments.</p>	

Further information and support with any aspect of reviewing a direct payment can be provided by the direct payment social work team. Please contact Camille Pace for any advice or to arrange a joint visit if required.

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