

Care Funding Calculator- **Residential (launch version/v19.06)**

1. First

Residential model opens on an area that is green, Independent Living is yellow.

Follow on-screen instructions to save your file.

2. Intro

Follow the on-screen instructions on how to complete cells

3. Day Prog - Optional sheet to support needs section

To avoid duplication of needs, complete an outline of the support plan showing the activities planned and support required. This does not affect the calculations in the rest of the spreadsheet.

4. Needs -To be filled in jointly with the individual or someone from the circle of support.

Enter:

- Name of the service user
- Reference number of service user from your client index
- Their date of birth
- Your name as assessor
- The date Care Funding Calculator completed
- Your authority – choose from drop-down list

What are the areas my assessment needs to cover? From lines 10 – 23, select those areas where the service user needs staff support. Change box indicated from 'NO' to 'YES' where support is needed, then complete sections which appear when 'YES' entered in box as follows:

'time away from the unit'

- Record hours where service user is away from the home and not supported by staff from the home
- Use the drop down box to identify the frequency
- Use drop down box to identify if funded separately from fee paid to home
- Record any notes on assumptions

For sections **'Looking after myself'**, **'Organising my life'**, **'Living my life'** & **'Keeping myself safe'**:

- Go through each task identified and select **either**
 - I need support for this but not at 1:1 (saying yes to this does not affect the hours / cost)
- OR
- I need at least full 1:1 staff support

If 1:1 support is required

- Complete how many minutes and how many times per week (core 1:1 time will calculate automatically)
- Enter number of staff if more than 1:1 is required
- Use drop down box for skills/experience level required (staff type)
- Total hours is calculated automatically
- If required, use drop down box for increase in independence / skill
- Use drop down box for completing if less than weekly, where appropriate
- Additional tasks can be added in the white box marked as *other*
- Record any notes on assumptions in white boxes at bottom of this section

Daytime Support Hours Summary

- **Check** the hours of 1:1 or higher which is totalled automatically

Model automatically calculates:

- Total hours of support at 1:1 or higher
- Total hours with no support from home
- Total hours of support not at 1:1 or higher
 - **Enter** the staff ratio at other times using drop down box to calculate how these hours are shared by all service users in the home
- An allowance of 10% is added for staff hand over, etc.

- An allowance is made for time when service user is meant to be away from home and this does not happen
- Using above calculations a total day-time staffing requirement is calculated

Complete following sections if a need in this area was indicated by choosing 'YES' earlier:

Support from other professionals - enter time and price only if billed by provider

Support I might need to help me be safe during the night – complete as follows:

Sleeping-in

- Use drop down box to complete if sleeping-in required
- Complete how many staff sleep in the home

Waking Night

- Use drop down box to complete waking night if required
- Complete how many waking night staff are needed in the home
- Record any notes on assumptions

5. Time Advice – *In this section you need do nothing*

This gives guidance on the amount of time tasks might take, based on previous returns.

6. Imp Outcomes - Outcomes identified in Needs worksheet where improvement is desired are shown in this worksheet

- Record outcomes required and actions, staff ratio, time and frequency, review date.

7. Agree Needs – Manager to sign off in relevant sections to agree assessment of service user's needs.

End of Care Manager's version

8. Location

Use drop down menu to select local authority where the home is located. 2-tier authorities are highlighted in green. If home is in a 2-tier authority area, identify the district council using the blue "drop down" box.

9. Provider

Enter:

- Proposed home (If any)
- Registration of unit (what type of home it is)
- Type of building the home operates in
- Number of service users in home
- Number of bedrooms (including those used for staff)
- Number of daytime hours the unit is staffed for - remaining hours will be night cover
- If you have a specific home in mind, enter the number of staff on duty in 24-hour period

10. Calcs

This gives a guide price within which you might expect the provider's price to fall, based on the service user's needs, location and provider's details entered earlier.

- If needed, change the cost details in light yellow cells here. The total guide price will adjust depending on the costs changed.

11. Agree Price

- Check staffing levels in home identified (where entered earlier in 'Provider' worksheet) – against needs of service user to ensure appropriate placement
- Manager agrees prices agreed by applying "Y" and entering a review date.
- Record the initial price offered by the provider and price finally agreed.
- Record reasons why, where price agreed is different from guide price.
- Click 'AGREED' to send to regional superuser for collection of cost data

12. Checklist - Check for any areas not completed or completed incorrectly.