

Patients no longer eligible for NHS Continuing Healthcare Procedure for transferring care management and funding responsibility

1.1 This procedure sets out the actions to be taken once a patient ceases to be eligible for NHS Continuing Healthcare, so that care management and any financial responsibilities are transferred from NHS Sheffield to Sheffield City Council efficiently and with minimum disruption for the patients concerned

2.0 Background

2.1 The National Framework for NHS Continuing Healthcare requires PCTs to undertake a case review,

“no later than three months after the initial eligibility decision, in order to reassess care needs and eligibility for NHS continuing healthcare, and to ensure that those needs are being met. Reviews should then take place annually, as a minimum.

2.2 The National Framework also comments that where a person’s eligibility changes,

“Neither the NHS nor an LA should unilaterally withdraw from an existing funding arrangement without a joint reassessment of the individual, and without first consulting one another and the individual about the proposed change of arrangement. Alternative funding arrangements should first be agreed and put into effect. Any proposed change should be put in writing to the individual by the organisation that is proposing to make such a change.”

2.3 NHS Sheffield and Sheffield City Council have agreed this procedure, to ensure that these requirements of the National Framework are met. Sheffield City Council is consulted about all reviews of eligibility and the outcomes are jointly agreed. This procedure provides Sheffield City Council the time to put alternative arrangements in place.

3.0 Process

3.1 The process to be followed when a patient ceases to be eligible for NHS Continuing Healthcare is illustrated at appendix A. This applies when the patient becomes eligible for Funded Nursing Care or social care (subject to their means). Appendix B sets out the process to be followed once a patient becomes eligible for a joint package of care, following a review.

3.2 The process allows SCC 28 days to commence care management of the patients concerned. SCC also has 28 days to undertake financial assessments, to ensure that responsibility for funding placements is clear and for putting these arrangements in place. The 28 days commences on the day after the decision to change the patient’s eligibility is made. For example, if a patient ceases to be eligible for Continuing Healthcare on 1 April, the 28-day

period will run from 2-29 April. In this example, NHS Sheffield would cease paying for continuing healthcare at 12:01am on 30 April.

3.3 NHS Sheffield will email a Contact Assessment and the latest available information on the patient's care plan, to Sheffield City Council, within 48 hours of the eligibility decision being made. NHS Sheffield will use the secure email addresses provided by Sheffield City Council. NHS Sheffield will endeavour to select the correct email address from the list provided. However, if NHS Sheffield send the information to the wrong team, this will not delay the start of the 28 days.

3.4 Sheffield City Council is responsible for ensuring that the patient is informed of the outcome of their financial assessment. The Council is also responsible for informing the patient of changes to care management arrangements. The Council will inform providers of these arrangements where appropriate. All of the above will be carried out in a timely manner.

3.5 NHS Sheffield clinicians and Sheffield City Council staff will undertake a care management handover, prior to the end of the 28 days. If NHS Sheffield has not been contacted by Sheffield City Council by 14 days, NHS Sheffield will send an email 'prompt' to Sheffield City Council. Prompts should not normally be required. If this any of these factors is delayed, it will not affect the overall 28-day timetable.

3.6 NHS Sheffield will write to patients and, where appropriate, their representative to inform them of the change in eligibility and that its funding of their care will cease or change after 28 days. NHS Sheffield will also inform providers of this, where appropriate.

3.7 Once the 28 days has elapsed, NHS Sheffield's funding of care will cease, or reduce, as appropriate. Where a patient is appealing against the outcome of an eligibility decision, responsibility for funding packages will continue to transfer to the Local Authority or the patient themselves. This means that NHS Sheffield will cease or reduce funding a package of care, even though an appeal has been lodged.

3.8 Where appeals are successful, NHS Continuing Healthcare funding will be restored. Funding will be backdated to the date eligibility changed following the previous assessment.

3.9 Once the 28 days has elapsed, NHS Sheffield's care management responsibilities will cease. Where a patient is appealing against the outcome of an eligibility decision, responsibility for care management will continue to transfer to the Local Authority or the patient themselves. This means that NHS Sheffield will cease care managing, even though an appeal has been lodged.

3.10 Where a patient becomes eligible for a joint package of care, an extra step in the process is required. In such cases, an NHS Sheffield clinician and

a social worker from Sheffield City Council will meet to agree on the funding split. Both parties agreed that this work should take place in a timely manner, so that the new arrangements can commence from the end of the 28 days. Where it takes longer to agree the funding split, the changes will be backdated to the end of the 28 days, with NHS Sheffield continuing to fund the package in the interim. However, both parties agreed that this should be a rare occurrence.

4.0 Governance

4.1 This process was agreed by NHS Sheffield and Sheffield City Council at a workshop in March 2012 and through subsequent email exchanges. It took effect on 14 May 2012.

4.2 This process is due for review in May 2013.

4.3 NHS Sheffield is responsible for disseminating this procedure to its staff.

4.4 Sheffield City Council is responsible for disseminating this procedure to its staff.

Version Control

Version	Date	Author	Status	Comment
1.1	29 June 2012	E Harrigan	Draft	Following agreement with SCC, this has been written up for future clarity.
1.2	14 July 2012	E Harrigan	Final	