

Placement Finding Process via the All Wales Frameworks

All 4C's and Framework signatory Local Authorities commit to using the IPM process to commission independent sector placements. Below is a hypothetical example of what the process looks like. Authority processes may vary regarding authorisation of a search but the search (tender) process via CCSR is contractual and should be observed by each Authority with the exception of same day emergencies.

Step 1: Allocated Case Managing Social Worker
Prepares Placement Request and Care Plan for Senior Manager / Panel to agree to search for a Looked After placement. Agreement to need for accommodation required before search starts.

Stage 1 Consider all viable internal placements. If no internal or Inter Authority placement match is available the need for an independent placement is considered by Senior Managers / Panel. If Independent Provider searches are agreed progress to Step 2.
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Step 2: Placement Finder	Step 3: Placement Finder	Step 4: Placement Finder	Step 5: Case Managing Social Worker (Placement Decision Maker)
<p>Use the CCSR to create a placement search (tender) for a specific placement type eg short term foster placement.</p> <p>All of the Framework Providers, specific to the search type, receive the e-invitation to offer a placement.</p> <p>The search will have a specified closing date and time. The optimum search time to find a good match is 48 - 72 hours. Searches open for 24 hours or less receive fewer options and may not be as good a match as possible.</p> <p>The quality of the information provided on the child's needs, allows providers to make best informed matching decisions at this stage.</p>	<p>At the close of the search (tender) compile provider responses; review matching documents and conduct a short-listing exercise.</p> <p>Short-listing exercise should assess matching considerations with the needs and outcomes of the child as detailed in the IPM placement request and care plan.</p>	<p>Send the best matched placement offers to the Placement Decision Maker for consideration.</p> <p>Timeline for return to be specified as placements will be 'held' by providers during this process.</p>	<p>Assess the placement options identifying the best match for the child.</p> <p>It is good practice to involve the child or young person where appropriate.</p> <p>When a match is identified a placement planning meeting should be arranged and progress to Step 8.</p> <p>If none of the offers are suitable the Placement Decision Maker informs the Placement Finder who may send through remaining offers from the providers</p>

Stage 2 Does the Placement Decision Maker need more information on particular placements? If so these questions should be put to Provider to enable match. If a match is identified a placement planning meeting should be arranged and progress to Step 8. If they decide that none of these placements are appropriate, ensure the reasons are documented and communicated back to the provider to aid future development of placements.

Step 6: Placement Finder & Placement Decision Maker
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If there is no match, and subject to approval from Stage 2, Placement Finder repeat Steps 2-5 for Non Framework Providers for a Spot Purchase.

STAGE 3 Does the Placement Decision Maker need more information on particular placements? If so these questions to be put to Provider to enable match.
If a match is identified a placement planning meeting should be arranged and progress to Step 8.
If they decide that none of these placements are appropriate, ensure the reasons are documented and communicated back to the provider to aid future development of placements,

Step 7: Case Managing Social Worker to reconsider specific placement type required to meet child's needs and the care plan.

Return to Step 1 if necessary.

Placement Confirmation Process

Once the best matched placement is selected the Case Managing Social Worker should as the Placement Decision Maker communicate their decision back to the Placement Finder to formally confirm the successful placement via CCSR and inform those who have been unsuccessful why their placement was not a match.

The process then should follow as below:

STAGE 4 Is the proposed fee correct? Check to confirm the fee is not higher than the published Framework prices for the provider and includes available discounts.

Step 8: Placement Finder	Step 9: Contracts Officer
Placement should be confirmed with the provider by accepting the tender on CCSR and detailing the appropriate placement start date. Basic Award Information completed. Internal Notification sent to Contracts Officer.	Individual Placement Contract (FIPC) should be completed and signed by both the local authority and the provider. IPC exchanged electronically using the CCSR. Contract review dates recorded.

Search Content Tips

- ✓ Good quality paperwork focussed on the child's *current needs* assists matching and maximises placement options. *Focus content on the information needed to identify well matched carers and a stable placement.* Focus on the child not parents/family.
- ✓ Give a *balanced pen picture* of the child that helps carers consider what they could offer to make a difference to that child's life.
- ✓ Be specific when discussing behaviours rather than use a phrase that could represent a range eg physical aggression: could be a push or repeated punching.
- ✓ Give context to behaviour triggers eg when with peers will.. when frightened will..

Search Process Tips

- ✓ *Only search for one placement type at a time* for clarity and to get best response from providers. Multiple searches make providers reluctant to commit to hold a placement if the Care Plan is unclear and may deter offers.
- ✓ Optimise search results by *searching for minimum 48 - 72 hours*; anything less will limit the options returned.
- ✓ Completing *unnecessary multiple searches* can label a child as hard to place and negatively impact placement options. Invest time in making each search clear, focussed, informative and timely to achieve the best outcomes for that child.
- ✓ *Avoid searches 'to see what's out there...'* This clogs up the system, creates unnecessary work for providers and creates a poor perception of commissioners.

For additional support and guidance on how to best use the Placement Finding Process in your Local Authority contact 4Cs@rctcbc.gov.uk.