**SCHEDULE 1 - Service Specification for the provision of reserved Care Home beds for Temporary Admissions**

**The Service**

The Provider will exclusively reserve [X] bed(s) within their Care Home service for the contract period until the 31 March 2018, for the purpose of Cornwall Council arranging temporary care home placements for people awaiting discharge from hospital.

It is the intention that there will be good flow through the temporary beds as such there is a requirement to work with stakeholders to expedite a return to the individual’s home during the Person’s placement they will have access to an individual room providing good-quality accommodation, care and support services that meet that Person’s care needs and ensure that they can maximise their independence before returning home. The service should be provided twenty-four hours a day in accordance with the terms of their registration as a Care Home with the Care Quality Commission and also in accordance with:

• The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 as monitored by the Care Quality Commission (Registration) Regulations 2009

• The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999

• National and local good practice and clinical guidance, including but not limited to the appropriate NICE guidelines, quality standards, pathways and local authority briefings

• The Care Principles included in this Service Specification

Cornwall Council will pay the Fee included in this Service Specification for the term of the Contract, regardless of whether a reserved bed is occupied or vacant. The Provider must notify the Adult Social Care Support Brokers as soon as a reserved bed becomes vacant once a Person has exited the Service and provide a weekly return in relation to the occupancy of the beds.

**Eligibility**

A Person will be eligible for admission into a temporary placement in a reserved bed if they are:

* Waiting to be discharged from hospital to return to their own home but a required package of care has not yet been able to be arranged and no other means of support is available
* A Person is waiting to be discharged from hospital and requires an assessment of their care needs to be undertaken outside of the hospital environment.

If the Person has been discharged pending assessment Adult Social Care will undertake an assessment within two weeks. The Provider will facilitate as required the development and execution of plans for a Person’s safe and orderly exit from the Service in accordance with the outcome of the assessment

**Admission Process**

The Provider will cooperate with Adult Social Care and Support Brokers in agreeing an admission to a placement in a reserved bed. In the event that a Provider refuses to accept a nominated individual there must be a valid reason such as infection control and this must be agreed with the Council on a case by case basis.

The relevant Social Care team will complete an Urgent Response Plan, including clear plans for the Person’s exit from this arrangement, which will be supplied to the Provider on the day a Person is admitted under the terms of this arrangement.

**Fee**

Cornwall Council will pay the Provider £640 per week per reserved residential bed and £750 per reserved nursing bed in order to secure their exclusive use during the term of the Contract. For placements in Nursing beds, Providers may be eligible to reclaim the associated Further Nursing Care funding, subject to the outcome of the formal assessment.

Payment will be made on provision of a valid monthly invoice regardless of occupancy provided no potential admissions have been rejected without the prior consent of the Council and the weekly occupancy returns have been received.

A Person occupying a reserved bed will not have to make contribution towards the cost of their care. At the end of the placement, if the Person is to remain accommodated within the Provider’s Care Home service an alternative placement arrangement will need to have been put in place for which the Person will be financially assessed in relation to their ongoing placement to determine the level of their contribution. Any alternative placement in the same care home will be subject to separate contractual arrangement.

**Care principles**

The Service Provider will act in accordance with a philosophy of care which offers the person the opportunity to enhance the person quality of life by providing a safe, manageable and comfortable environment together with support and stimulation to help maximise the Person’s potential physical, intellectual, emotional and social capacity. As part of the placement the Service will ensure the Person is supported to be re-abled so that they do not decondition or become dependent on the service and therefore increase the risk of a permanent placement.

The Person is entitled to be involved in all decisions affecting their life unless there are demonstrable reasons why this is not possible or appropriate.

The assumption underlying care decisions shall be that the Person is capable of making a choice about their own lifestyle unless and until there is clear evidence that the assumption is not valid. The Person shall be provided with a letter explaining the basis of their placement and any obligations in relation to making contributions towards the cost of their care.

The Person retains their citizen’s rights when they enter residential care. The Service Provider must safeguard these rights and help the person to exercise them.

The Service Provider shall ensure that the Person continues to have unrestricted access to all community support services including health, Adult Care and Support, leisure and education and shall facilitate such access.

The Service Provider shall provide full care appropriate to the needs of the Person and this will be by way of appropriately qualified and experienced staff in a manner which promotes physical, social and emotional well-being.

The Service Provider shall provide 24 hour care and full board and accommodation. The Person will have full use of communal facilities available in the home.

The Service Provider shall provide a full laundry service.

The Person shall be entitled to privacy and shall be entitled to have their needs met in a manner which promotes personal dignity, for example, in relation to the manner in which staff assist with bathing or dressing and the mode of address used to the Person.

The Service Provider shall ensure that the needs and wishes of the Person are ascertained and respected particularly bearing in mind ethnic, religious and cultural factors.

The Service Provider shall guard against restricting rights and choices as a result of institutional practices and regimes which emphasise administrative convenience.

The Person shall be involved in decisions regarding the use of the Home for activities (such as fund raising) which are incompatible with normal domestic life. Facilities for day care and other activities not directly related to the care of the person shall be organised and located by the Service Provider so as not to interfere with the lifestyle of the Person.

The Service Provider shall provide to the Person within 48 hours from the admission date a brochure or other similar document which contains the following:

* The Home’s functions, objectives, facilities and services
* A description of the physical amenities, the number of places, the nature of wheelchair access and the availability of lifts, handrails and ramps.
* A list of the personal items which the person will be expected to provide for themselves.
* The circumstances in which the person may be requested to leave the Home