

Assesment of Need by Social Worker



Level of allocated/recomended hours discussed with family by Childrens Social care



Joint Visit required by SW/CSO and SDS team for those families who wish to consider DP's (SW refers to SDS team at this stage)



Decision made by family if Direct Payment or comissioned service required prior to DRAP



Support Plan lite completed by SDS team and passed to SW/CSO for consideration/agreement at DRAP
The Support Plan will suffice for discussion at panel for agreement



SW /CSO sends Support Plan Lite to Children's Finance for the agreement paperwork to be generated and Finance will email confirmation of panel approval to direct.payments@blackburn.gov.uk

SW/CSO completes DBS check for those wishing to use PA's



Children's Finance to email direct.payments@blackburn.gov.uk when agreement contracts are ready to be collected by SDS team



SDS team get agreements signed by family and witnessed then inform family of start up process and complete necessary paperwork