



Assisting a person we support to manage their money Policy

Notice to employees using a paper copy of this policy
The company Policies folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

Document Control

Document Name	Assisting a person we support to manage their money v1.0
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Purpose	This document provides guidance to be followed when person we support requires assistance with finances as part of the planned care. Provides safeguards for both service user and employees to ensure transparency. Provides clear guidance for reporting if person we support is deemed at risk.
Compliant with CQC Regulation	9, 10, 12 & 13
Approval Date	3 rd July 2019
Publication Date	03.07.2019
Review Date	October 2022
Distribution	All staff

Version Control

Version	Date	Amended by	Comments
V1.0	1.11.2018	Karen Hodgkinson	New document implemented
V2.0	25.06.2019	Karen Hodgkinson	Updated to reflect information sharing with case manager and deputy, new document control added.

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Outcome

That the people we support can be assisted to manage their money as independently as possible and are assured of the appropriate level of support as identified at assessment.

Scope

This policy applies to all workers within Libertatem Healthcare Group who provide a service to service users in their own home.

Policy Statement

Libertatem Healthcare Group is committed to the highest standards of moral and ethical behaviour. Employees of Libertatem Healthcare Group are expected to report known or suspected financial irregularities in relation to the people we support. The organisation believes that its service users have a right to expect that all employees will be honest and trustworthy. Robust procedures for dealing with and protecting the financial interests of service users are imperative and this enables Libertatem Healthcare Group to fully comply with Care Quality Commission Regulation 13: Safeguarding service users from abuse and improper treatment in relation to their finances.

Aim

This policy is intended to set out the values, principles and policies underpinning Libertatem Healthcare Group's approach to ensuring that service users' financial interests are safeguarded by staff working for the organisation and that they can be supported to remain as independent as possible in maintaining the management of their personal finance.

Procedure

Libertatem Healthcare will ensure that wherever possible every person we support will be supported to manage their finances independently. Where a person is independent no further action may be required by the care team.

In certain circumstances the care worker will be required to support the person to assist in their understanding of the value of money and support them in ensuring day to day tasks involving money can be undertaken; for example doing the shopping or paying utility bills.

In all cases where care and support is required the following process will be undertaken:-

- a detailed support assessment involving the person we support and any relevant person (for example appointed deputy, case manager, social worker) to review and agree the level of support/ intervention required in managing the household budget/personal finances.
- the assessment will also take into account the mental capacity and the capability of the individual to manage their finances in line with guidance set out in the mental capacity act. Support from an external source should be requested to undertake mental capacity assessment in relation to financial matters as required.
- the care plan will be formulated in liaison with the person we support (or their relevant appointed person) that provides the care team with clear instructions and guidance on the level of support and the interventions required in relation to personal finance.
- detailed records of all transactions and receipts will be collated in an orderly manner and kept securely to enable open and transparent evidence of money spent when undertaking activities with the person we support
- clear and detailed records will be maintained in the daily logs
- discrepancies will be fully investigated

- any employee who suspects that a service user may be being cheated, defrauded or robbed or that a service user is no longer capable of managing their own finances should report their suspicions to the Libertatem Healthcare manager
- any evidence of fraud or criminal activities will be immediately reported to the police. It is expected that all employees should co-operate fully with, and make any documents available to, the police and/or their appointed auditors upon investigation of any allegations of financial irregularities in relation to a person we support.
- All financial transaction forms and copies of receipts will be forward to the case manager each month as agreed and detailed in the support plan.