

IPA Terms and Conditions 2024/25

These are the terms and conditions which apply to the underlying IPAs:

1. Where funding approval is sought for a fixed term assessment package, this will be requested for a specific and time limited period only. The referring team must undertake to take the service user back into their care at the end of the assessment period if an inpatient episode is deemed unsuitable. If an inpatient episode is suitable, a further IPA will be agreed with the Commissioner for care and treatment options.
2. Where a service user is admitted to **PICU or Acute Admissions** services then the following additional conditions and charges apply:
 - a) The Commissioner will be required to arrange their own transport or pay transport and escort costs for admissions and discharges.
 - b) Transport and / or charges for Mental Health Act Assessments, should an independent doctor be required and not provided by the referring authority
 - c) AWOL: Applicable to services users under section only: beds will not be held open and further charges will not be made.
3. Where a service user is admitted as a **'Rapid Response'** then the following additional conditions apply
 - a) Transport and escort on discharge for service users who have been admitted for more than 7 days is included in the daily bed rate. The Commissioner will be required to pay transport and escort costs for admissions of 7 days or less
 - b) Where service users have been admitted for less than 3 months the Commissioner is required to provide a minimum of 72 hours' notice of discharge
 - c) Where service user has been admitted for more than 3 months, the Commissioner is required to provide a minimum of 28 days' notice for discharge
4. Where a service user has lifelong care needs e.g. physical health or intensive support for ADL or management of complex behaviours that can challenge, these costs will be identified and agreed separate to the daily rate. Should the Commissioner wish to discuss use of a PHB/PB to fund this support, we would welcome further discussion.
5. Enhanced Observations: These are charged additionally when required at £30.50 per hour, per staff member, for 2024/25. This will be uplifted annually, upon giving 30 days' notice.

Package reviews:

6. CPA reviews – these take place 3 months after admission and thereafter every 6 months.
7. Where the service user is in St Andrew's Learning Disabilities or Neuropsychiatry services they will engage in 6 monthly reviews of their physical health needs. Reports will be shared with Commissioners and where the service user's physical health needs have increased and additional input is needed, this will initiate a review of the package price, to be agreed with Commissioners.

Fees and Payment

Daily fees are updated annually in agreement with Commissioners. 30 days' notice will be given of any fee revision.

Enhanced Observations: These are charged additionally when required at £30.50 per hour, per staff member, for 2024/25. This rate will be uplifted annually, with 30 days' notice.

The daily fee will be agreed prior to admission, and includes all medical and clinical inputs to the service users care including social work, and the patient's incidental costs and excludes:

1. EPCs, enhanced support, special observation and long term segregation (see above)
2. Wheelchair provision and maintenance cost – the Commissioner will be expected to make and fund the arrangements to fulfil and new wheelchair needs;
3. Long term care needs
 - a. Currently provided and funded under a PHB - If long term support is needed arrangements will be made to access the service users PHB to fund this support while they are within the St Andrew's service.
 - b. Where a service user has long term care needs e.g. physical health or intensive support for ADL or management of complex behaviours that can challenge, these costs will be identified for further discussion with Commissioners. We would welcome further discussion on the use of a PHB/PB to fund this support
4. Medical input provided elsewhere including MHA assessments should an independent doctor be required;
5. Health or care medication (non-psychiatric) or interventions such as Nasogastric Tube (NG tube) feeding, specialist equipment, SLT or IPC, that are required in connection with a service users general medical or primary care needs;
6. Significant capital adaptations required to a service users room following a change to their medical needs. This will be notified and agreed in advance if needed;
7. Costs associated with home visits, for example where an overnight stay is required for the service users and/or escorting staff and any flight costs and other travel expenses;
8. Staff escort (or enhanced observation) required for appearance in Court or unplanned NHS hospital leave - this will be chargeable to the Commissioner and notified the next working day;
9. Provision of education to children and young people (CYP) within residential healthcare settings - this remains a statutory obligation, and the Daily Fees charged for CYP within St Andrew's do not include the costs of education provision. For young people aged 16 or over, (up to year 13) this is currently funded by West Northants Council. For those under the age of 16 additional charges will apply and will be charged to the education department of the service users originating local authority (LA). This should be agreed by the Commissioner with the LA to avoid delays to admission. In such cases the LA will also be asked to sign the IPA;
10. Where a service user, is placed at St Andrew's and the placement is outside the geographical area of the Service User's home, we reserve the right to charge additional costs for escort, accommodation and/or transport costs for home visits and/or onward placement visits. Such costs will be agreed with the commissioner in advance;
11. Exceptional expenditure which will be agreed with the Commissioner in advance.

Service User Leave: for a period of leave not exceeding 5 days, St Andrew's will be entitled to charge the full daily bed rate and associated charges. Thereafter discounts from charges will be agreed in advance with the Commissioner up to a maximum of 15% of the daily bed rate. In the event of multiple periods each of which do not exceed the 5 days the full daily rate will be charged.

AWOL: for restricted service users, we will continue to charge for up to 7 days and hold open the bed for this time.

Payment Arrangements:

The arrangements for invoicing, financial reconciliation and payment set out in Service Condition 36 of the NHS Contract will apply. Payment is expected in line with SC36.14 i.e. by 15th of the month.

If payment is not made by the due date St Andrew's reserves the right to charge the Commissioner interest at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998 on any payment not made from the date after the date on which payment was due up to and including the date of payment.

1. Ending the placement:

- 1.1. Either party can serve notice to end the placement for any reason on not less than 90 days' written notice.
- 1.2. In addition, St Andrew's may end the placement on not less than 28 days written notice if they reasonably believe:
 - 1.2.1. They can no longer provide an environment that is in the best interests of the service user;
 - 1.2.2. They are no longer able provide suitable care for the service user's needs; or
 - 1.2.3. The service user poses an unreasonable health and safety risk to its other service users or staff.

In these cases, the notice will be at least 28 days' written notice, or, in situations where reasonably required, the notice period may be reduced.

- 1.3. Following the serving of notice under clauses 1.1 or 1.2, both parties will work together and provide reasonable support to help find an appropriate alternative facility for the service users, ensuring discharge during the notice period, in accordance with Good Practice.
- 1.4. Should the service users remain at St Andrew's following expiry of the notice period, the parties agree that the St Andrew's spot rate (new service users) for the service will be charged. St Andrew's also reserves the right to charge the Commissioners any additional costs it incurs due to the service users remaining in their care.

Service User Damage

In the event the service user causes damage to the property of St Andrew's, or property of a third party, where the cost to repair such damage is equal to or in excess of £10,000, the Commissioner will accept responsibility for this damage, subject to St Andrew's agreeing to provide information relating to the incident to the Commissioner.

Both parties will take reasonable steps to communicate and negotiate the costs of rectifying the damage caused by the service user.

Notifications to Commissioners

Notifications to commissioner will be made using St Andrew's standard documentation within the following timeframes:

Notification of admission	within 24 hours or next working day (email)
Notification of discharge	within 24 hours or next working day (email)
Notification of service user death	via phone within 24 hours or next working day (email)
Notification of service user transfer to another ward	within 24 hours or next working day (email)
Notification of unplanned medical leave and return (to local hospital)	within 24 hours or next working day (email)
Notification of AWOL and return	Immediately via phone. within 24 hours or next working day (email)
Notification of long term segregation commencing	within 24 hours or next working day (email)
Notification of long term segregation ceasing	within 24 hours or next working day (email)
Notification of trial leave commencement	within 24 hours or next working day (email)
Notification of enhanced observations commencing	within 24 hours or next working day (email) * Please see additional note below
Notification of enhanced observations changing	within 24 hours or next working day (email)

	* Please see additional note below
Notification of enhanced observations ceasing	within 24 hours or next working day (email)
	* Please see additional note below
Notification of fee change (as a result of transfer, EPC commencement)	within 24 hours or next working day (email)
Acknowledgement of referral receipt (PICU/Acute)	within 1 hour of receipt (email)
Acknowledgement of referral receipt (non-acute)	within 24 hours or next working day (email)
Notification of clinical suitability (urgent & non-urgent)	Urgent: within 24 hours of assessment Non urgent: 5 days from assessment
Notification of assessment report completion (urgent & non-urgent)	within 5 days of assessment

*Please note that notifications will be sent within 72 hours over weekends/Bank Holidays where needed.

St Andrew's does not seek prior authorisation for enhanced observations (eobs). Updates in respect of eobs can be sought as needed from the ward. Any changes to eobs levels will be notified as above.