

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 patient 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 patient is admitted to **PICU or Acute Admissions** services then the following additional conditions and charges apply:
 - a) The Purchaser 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 patient is admitted as a '**Rapid Response**' then the following additional conditions apply
 - a) Transport and escort on discharge for patients 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 patients have been admitted for less than 3 months the Commissioner is required to provide a minimum of 72 hours' notice of discharge
 - c) Where patients have 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 annual in April, with 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 in April, with 30 days' notice.

The daily fee will be agreed prior to admission, and includes all medical and clinical inputs to the patient's 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 patient's 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 patient's general medical or primary care needs;
6. Significant capital adaptations required to a patient's 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 patient 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 the Department for Education. For those under the age of 16 additional charges will apply and will be charged to the education department of the patient's 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. Exceptional expenditure which will be agreed with the Commissioner in advance.

Patient 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 patients, 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 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 on the amount overdue at a rate of 2% above the base rate of the National Westminster Bank plc in force at that time, from the due date of the relevant invoice(s) to the date on which payment in full is made by the Commissioner.