

# SHARED LIVES NEW PAYMENT PROCESSES

- PAMS Portal will be replaced by Care Portal
- The final date for confirmation of services via the PAMS Portal will be 15<sup>th</sup> June 2014

- Payment period 4 - 16<sup>TH</sup> June 2014 to 13<sup>TH</sup> July 2014 will be processed for payment on 30<sup>TH</sup> June 2014 via the existing payment system
- Information on this payment will be sent via post. These will need to be checked, commented on should any information be incorrect, signed and returned.

- Payment period 5 - 14<sup>TH</sup> July 2014 to 10<sup>TH</sup> August 2014 will be made via the new finance system
- Information on this payment will be available via the new Care Portal
- Confirmation and amendments can be notified via the Care Portal from 15<sup>th</sup> July 2014

# Accessing the Care Portal

To gain access to the portal you will need to:

- Provide your email details to us to activate you in the iSupplier Portal
- Download the extra security application
  - onto a smartphone and/or
  - onto a laptop or computer
- Supply your unique “Credential ID” (displayed on the security application) to us via iSupplier Self-Service
- You will be issued with a four-digit PIN
- Each time you log in to the portal, through the Lancashire County Council website, in addition to your username and password you will need to open the security application and type in the code it displays and your PIN. The security application generates a new code every 30 seconds.

# What if I have no Internet Connection at home?

You can access the portal from any computer or laptop with an internet connection. If you do not have one at home consider gaining access via:

- your Local Library
- your Family, Friends or Neighbours

If you, or a relative/trusted friend have a smartphone or computer with internet access, you can download the security application onto either, or both, of these devices.

- Log in page – username is will be your email address

BT Lancashire Services

Oracle  
Self Service

\*User Name JULIE@SHAREDLIVES.C

\*Password ●●●●●●●●

Login Cancel

[Forgot or Request Username or Password, Click Here](#)

Accessibility None

# • Home page

Oracle Applications Home Page

BT Lancashire Services E-Business Suite - ERPD cloned from PRD on 04-MAY-2014 12:00

Enterprise Search All  Go Search Results Display Preference Standard

Logged In As JULIE@SHAREDLIVES.COM

### Main Menu

Personalize

- LCC Care Provider Portal
- LCC iSupplier Portal
- LCC Sourcing Supplier

### Worklist

Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

- TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.






- Main menu on left hand side of home page

## Oracle Applications Home Page

### Main Menu

[Personalize](#)

- +  [LCC Care Provider Portal](#)
- +  [LCC iSupplier Portal](#)
- +  [LCC Sourcing Supplier](#)

- Access to Care Portal requires a 2<sup>nd</sup> security access due to the personal information held there.

## Care Services Demo

Symantec VIP Authentication

PIN

Token Code

- The first time you log in to the Care Portal you will be asked to agree to certain requirements around information governance. For example to only access on a secure network, to ensure data is not in view to unauthorised persons.



**Care Services Demo**

Message

I agree to some things, but not others.  
I agree to nothing

- This agreement will require updating on an annual basis

- Main menu including any messages

# Care Services Demo



**Message**

Welcome to the Care Services Portal. Please select an action from the Menu List.  
There are no additional messages today

**Menu List**





- o [Enter Actual](#)
- o [Service Capacity](#)
- o [Bulk Load Actuals](#)

- Input payment period dates

Menu List	Search Service User
<ul style="list-style-type: none"><li>o <a href="#">Enter Actual</a></li><li>o <a href="#">Service Capacity</a></li><li>o <a href="#">Bulk Load Actuals</a></li><li>o <a href="#">Set Supplier</a></li></ul>	<p>Supplier TEST SHARED LIVES</p> <p>*Period Start Date from <input type="text" value="19-May-2014"/> * Period Start Date to <input type="text" value="15-Jun-2014"/> </p> <p>Service <input type="text"/></p> <p>Service User No <input type="text"/></p> <p>Surname <input type="text"/></p> <p><input type="button" value="Search"/></p>

- For each week in the period you will see a line for all the people that you look after

#### Care Package Details

	<u>CPLI Ref</u>	<u>Period Start</u>	<u>Service</u>	<u>Provider</u>	<u>SSREF</u> ▼	<u>Service User</u>	<u>From Date</u>	<u>To Date</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Status</u>
	16334	19-MAY-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	-
	16334	26-MAY-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	-
	16334	02-JUN-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	-
	16334	09-JUN-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	-

- Click on the pencil icon

- Table to confirm service provided

**Care Plan**

[View Documents](#) [Send Message](#) [Emergency Contact](#) [Cancel](#)

Organisation : SHARED LIVES TEST  
Service : Shared Lives - Long term band 3  
Client Id : A466590 Name : Mr PAT POSTMAN  
Date From : 07-APR-2014 To

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**Actuals** [Create](#)

CPLI Ref 16334  
Period Start 19-MAY-2014 To Status  
Quantity 1.0  
Unit Price 139.6000

Actual   
Frustrated   
Missed   
Extra   
Visits   
Total 0  
Tot Value 0

Comments

- If nothing has changed you will enter 1

**Actuals**

CPLI Ref 16334

Period Start 19-MAY-2014 To Status

Quantity 1.0

Unit Price 139.6000

Actual

Frustrated

Missed

Extra

Visits

Total 1

Tot Value 139.6

Comments

**Create**

- Then select create



- Should a service cease within a specific week then you need to input service provided

**Actuals** Create

CPLI Ref 16334  
Period Start 26-MAY-2014 To Status  
Quantity 1.0  
Unit Price 139.6000

Actual   
Frustrated   
Missed   
Extra   
Visits   
Total 1  
Tot Value 139.6

Comments  
Admitted to hospital

- But also input service not provided
- The quantity and total should always match

- When the total match, status will be valid

**Actuals**

CPLI Ref 16334

Period Start 26-MAY-2014 To

Quantity 1.0

Unit Price 139.6000

Actual

Frustrated

Missed

Extra

Visits

Total 1

Tot Value 139.6

Comments  
Admitted to hospital

Save Submit Actuals

Status Valid

- Then select submit

- The screen then confirms your entry

### Actuals

CPLI Ref 16334

Period Start 26-MAY-2014 To Status Submitted

Quantity 1.0

Unit Price 139.6000

Actual 0.5700

Frustrated

Missed 0.4300

Extra

Visits

Total 1

Tot Value 139.6

Comments Admitted to hospital

- There are additional functions available

Care Plan

[View Documents](#) [Send Message](#) [Emergency Contact](#) [Cancel](#)

Organisation : SHARED LIVES TEST  
Service : Shared Lives - Long term band 3  
Client Id : A466590 Name : Mr PAT POSTMAN  
Date From : 07-APR-2014 To

- Send message allows you to contact the following:

Organisation : SHARED LIVES TEST  
Client Id : A466590 Name : Mr PAT POSTMAN

Recipient

Subject





Message Text

Active Caseworker  
Payments Team  
Sourcing Team

Cancel

Send Message

- Final screen to check entries:

Care Package Details											
	<u>CPLI Ref</u>	<u>Period Start</u>	<u>Service</u>	<u>Provider</u>	<u>SSREF</u> ▼	<u>Service User</u>	<u>From Date</u>	<u>To Date</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Status</u>
	16334	19-MAY-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	Invalid
	16334	26-MAY-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	Submitted
	16334	02-JUN-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	Submitted - Requires Authorisation
	16334	09-JUN-2014	Shared Lives - Long term band 3	SHARED LIVES TEST	A466590	Mr PAT POSTMAN	07-APR-2014	-	1.0	139.6000	-

- Further information can be obtained via

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)

Input iSupplier into the search function and then select isupplier support pages

OR

Tel: 01772 534966