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 15th June 2014



 Payment period 4 - 16TH June 2014 to 13TH July 2014 will be processed for payment on 30TH 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 by incorrect, signed and returned.



Payment period 5 - 14TH July 2014 to 10TH
 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 15th 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?

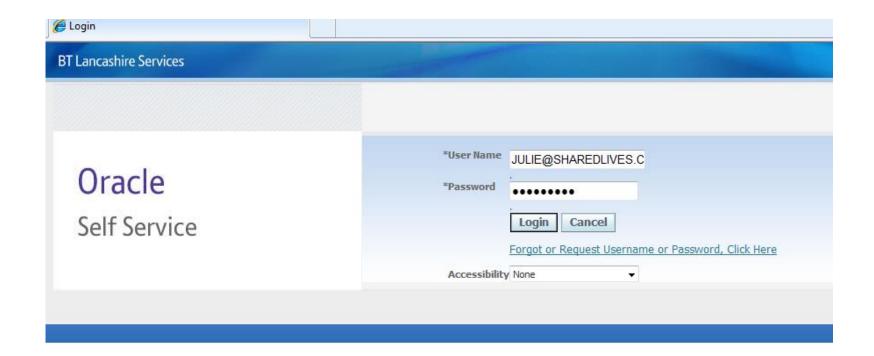
You can access the portal from any computer or laptop with an internet connection. If you do not have one at home consider gaining access via:

- 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.

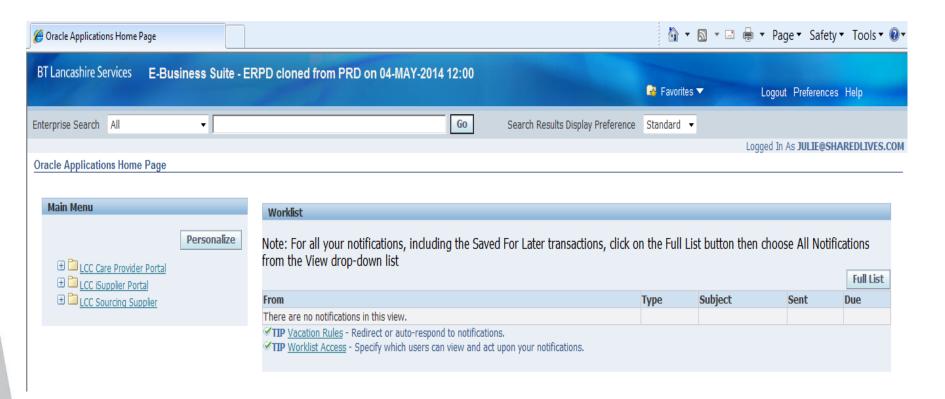


Log in page – username is will be your email address





Home page





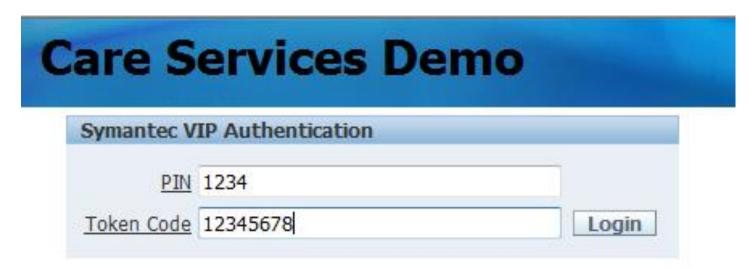
Main menu on left hand side of home page

Oracle Applications Home Page





 Access to Care Portal requires a 2nd security access due to the personal information held there.





 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	
I Agree	I do not Agree

This agreement will require updating on an annual basis



Main menu including any messages

Care Services Demo

Message

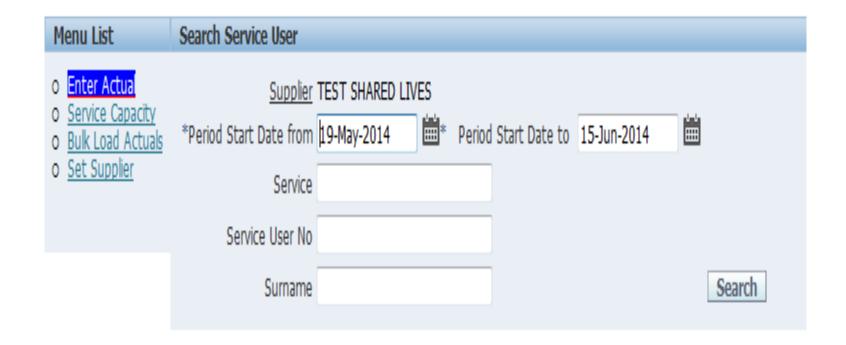
Welcome to the Care Services Portal. Please select an action from the Menu List. There are no additional messages today

Menu List

- o Enter Actual
- o Service Capacity
- o Bulk Load Actuals



Input payment period dates





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

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

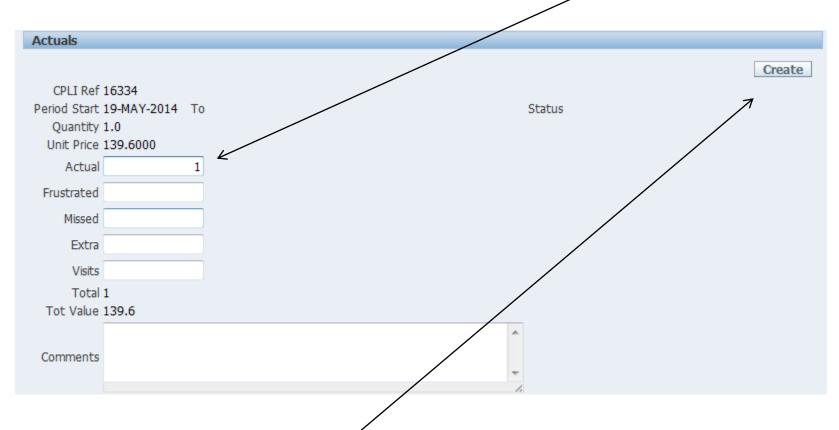


Table to confirm service provided

Care Plan	
Organisation: SHARED LIVES TEST Service: Shared Lives - Long term band 3 Client Id: A466590 Name: Mr PAT POSTMAN Date From: 07-APR-2014 To	View Documents Send Message Emergency Contact Cancel
Actuals	
CPLI Ref 16334 Period Start 19-MAY-2014 To Quantity 1.0 Unit Price 139.6000 Actual Frustrated Missed Extra Visits	Status
Total 0	
Tot Value 0	
Comments	



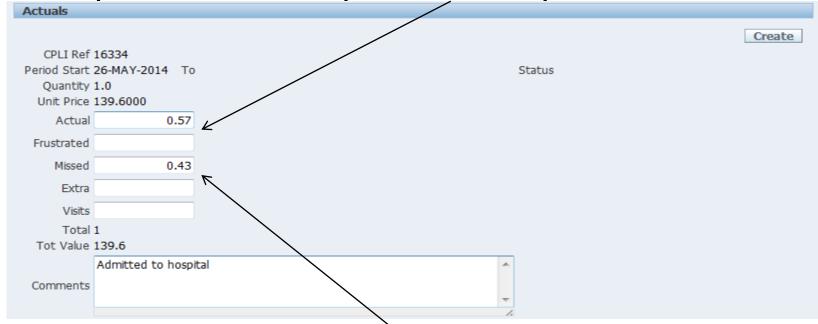
If nothing has changed you will enter 1



Then select create



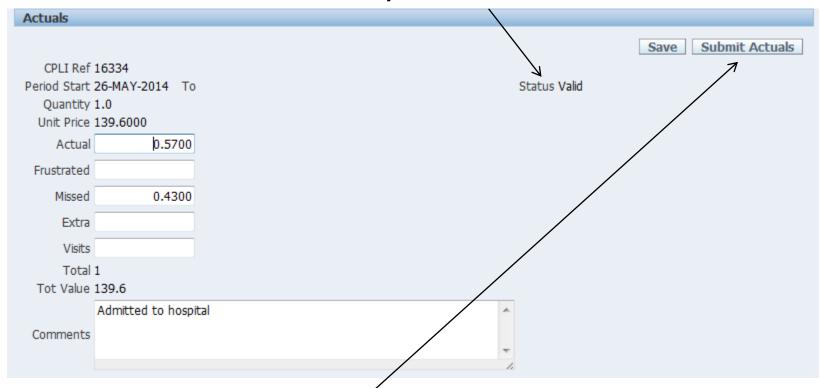
 Should a service cease within a specific week then you need to input service provided



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



When the total match, status will be valid



• Then select submit



The screen then confirms your entry

```
Actuals
   CPLT 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
```

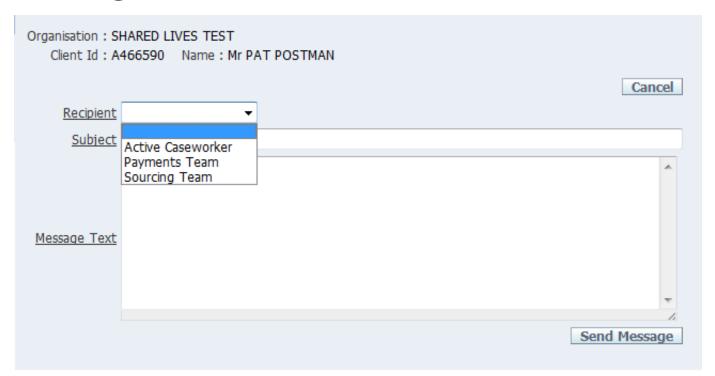


There are additional functions available





 Send message allows you to contact the following:





• Final screen to check entries:

Care	Care Package Details										
	CPLI Ref	Period Start	Service	Provider	<u>SSREF</u> ▼	Service User	From Date	To Date	Quantity	Unit Price	Status
Z	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
Z	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
Z	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
Z	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

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

OR

Tel: 01772 534966

