

## OCCUPANCY SUPPORT SCHEME APPLICATION – ADDITIONAL GUIDANCE NOTES

This document provides further guidance on how Bradford Council intends to support Care Home business sustainability through introducing an Occupancy Support Scheme which will provide grant contributions to fund homes to a minimum occupancy level of 75% for a 24 week period (5 October 2020 – 28 March 2021).

### Contents

Who can apply for funding from the Occupancy Support Scheme? .....	2
How do I apply for funding from the Occupancy Support Scheme? .....	2
What are the claim periods?.....	2
How will claims be calculated? .....	2
Why are occupancy rates being calculated at the start of each week? .....	3
If occupancy rates are calculated at the start of the week, why do I need to list placements that have ended during the week on the application form? .....	3
What do you mean by 'Maximum Capacity in your home'? .....	3
Why are you asking about block purchased beds? .....	3
Why is the grant payment £540 per week? .....	4
Do the voids have to be from Council-funded placements? .....	4
I still have questions. Who should I contact?.....	4

## Who can apply for funding from the Occupancy Support Scheme?

The scheme is open to CQC registered residential and nursing homes within the Bradford Council district that have a contract with the Council (Framework or non-Framework).

Care Homes must, prior to March 2020, have been operating on a model of having an occupancy level of above 75%. To evidence this, Care Homes must provide details of their average occupancy rates in Q3 and Q4 of 2019/20 within their applications. Care Homes may be asked to provide evidence of these occupancy rates as part of the validation process.

Care Homes claiming occupancy support must be prepared to accept new residents, unless they are temporarily closed due to an outbreak, in which case the home must be planning to accept new residents once able to re-open. If the Commissioning Team is made aware that the home is declining appropriate referrals without good reason, for example by the social work teams, any application for the scheme may be reviewed and declined.

## How do I apply for funding from the Occupancy Support Scheme?

There will be six claim periods, and you will be required to complete an application for the support within one week of the end of the claim period. Application forms for each period are available on the Provider Zone.

Completed applications should be sent to [HWB.Digital.Innovation@bradford.gov.uk](mailto:HWB.Digital.Innovation@bradford.gov.uk) by the deadline date as listed below. Please return the application in Excel format.

Applications for funding received after the deadline for each period may not be processed.

## What are the claim periods?

Period	Claim dates	Deadline for Application
1	05/10/2020 to 01/11/2020	08/11/2020
2	02/11/2020 to 29/11/2020	06/12/2020
3	30/11/2020 to 27/12/2020	03/01/2021
4	28/12/2020 to 24/01/2021	31/01/2021
5	25/01/2021 to 21/02/2021	28/02/2021
6	22/02/2021 to 28/03/2021	04/04/2021

(Please note: the final claim period is for 5 weeks)

## How will claims be calculated?

In the application, you are asked for each week to list the number of people in your service on the Monday of the relevant week and any beds that have been block purchased (both in use and empty). This will be used to calculate how many beds are 'occupied' that week.

If this number means your home has an occupancy level below 75% we will fund the difference by making a grant payment of £540 per bed required to take you to the 75% occupancy level.

Even if you are only claiming for one week of the period, please fully complete the form for all the weeks.

For example:

A Care Home has 52 beds. 39 beds would need to be in use to have an occupancy rate of 75%.

In week one, the Care Home has 37 residents and no block purchased beds. The occupancy level is therefore 71%.

The Council will provide grant funding of £540 for 2 beds that week (a total payment of £1,080) to fund the home to the minimum 75% occupancy level.

### **Why are occupancy rates being calculated at the start of each week?**

We recognise that occupancy may change during the week. However as we are paying on a weekly basis we needed to pick a fixed point on which to base calculations.

We chose Mondays, as if a placement ends due to a resident passing away, Bradford Council pays for that placement until the following Sunday.

### **If occupancy rates are calculated at the start of the week, why do I need to list placements that have ended during the week on the application form?**

This information will be used to validate claims for the following week and to help us identify trends in changes to occupancy levels

### **What do you mean by 'Maximum Capacity in your home'?**

This means the total number of beds you have available for use at this time – including occupied beds, block purchased beds and void beds where you are in position to support new residents (for example, staffing is in place). Sometimes this is known as the number of 'tradeable beds'. This may be different to the number of registered beds.

You should not count any wings, areas or beds that are closed for use.

### **Why are you asking about block purchased beds?**

The Council is considering block purchasing some nursing beds to support the isolation of service users in designated settings and discharge from hospital. Block purchased beds will count as 'occupied beds' whether in use or not, as funding will have been provided for these beds.

### **Why is the grant payment £540 per week?**

We took an average of the base rates most commonly used (mainly OPN and OPR2) and calculated the grant based on 80% of this.

The grant amount is designed to make a contribution towards the payment of staff and other standard charges (such as utilities and mortgage payments for example) while recognising that lower occupancy does result in a reduction in hotel and consumable costs for businesses

### **Do the voids have to be from Council-funded placements?**

No.

This scheme provides funding to a minimum occupancy level, whatever the original funding source of the voids.

Details on how placements ended are requested for information purposes only, and will not affect your claim.

### **I still have questions. Who should I contact?**

Any queries should be emailed to [CommissioningInbox@bradford.gov.uk](mailto:CommissioningInbox@bradford.gov.uk)