



3 November 2023

## NOTIFICATION OF CHANGE TO DISCHARGE FUND REPORTING REQUIREMENTS

The Department of Health and Social Care is grateful for the key role local authorities are playing, in partnership with integrated care boards, in deploying the 2023/2024 Discharge Fund. This is enabling a larger number of supported discharges, allowing people to receive the right care in the right place more quickly.

The grant conditions for the Discharge Fund currently state a requirement for local areas to provide fortnightly reports on spend and capacity commissioned from this funding. As this funding is pooled into your local Better Care Fund plan, completion and submission of this return is also a requirement of the BCF programme. Local areas have also been asked to provide voluntary monthly reports on the total capacity commissioned for step-down services to support discharge.

We have taken note of sector feedback on the frequency of these reports and the resource pressure it puts on local areas. We have therefore decided that the **fortnightly reporting on spend and capacity commissioned from the Discharge Fund will now move to monthly**, aligning with the voluntary monthly reporting. The purpose of this change is to allow for greater resource for completing monthly reports on total capacity commissioned for step-down services to support discharge.

The **updated reporting template will be uploaded to the Better Care Exchange** as soon as possible. Please note that it will collect the same information but for the longer period of a calendar month. The **reporting periods will be as follows:**

Period Covered	Return Due Date
Nov-23	11-Dec-23
Dec-23	15-Jan-24
Jan-24	12-Feb-24
Feb-24	11-Mar-24
Mar-24	08-Apr-24

The last reporting deadline for the existing template will be 13 November and this will cover two weeks up to 5 November 2023. The new monthly return will cover the period of 1 to 30 November and will be due on 11 December 2023. This means the first five days of November will be double reported which is unavoidable as we make this transition.

We also intend to publish the new monthly reports every quarter, and we will confirm when this will begin in due course. Local areas should consider whether there is any commercially sensitive information in their plans and inform us if there is anything that should be removed prior to publication. We will ensure everything we publish is GDPR compliant.

If you wish to object to these changes, please do so in writing by 13 November, responding via the Better Care Fund inbox ([england.bettercarefundteam@nhs.net](mailto:england.bettercarefundteam@nhs.net)). If we do not receive any objection by this date, we will assume you are content with these arrangements.

Kind regards,

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